

PRIVACY ACT

Source 5 U.S. Code 552a.

History Passed 12/31/74 -- effective date 9/27/75.

Purposes

- (1) To permit individual to determine what records pertaining to him are collected, maintained, used or disseminated by any agency.
- (2) To prohibit records pertaining to an individual from being used or disseminated for purposes other than those for which they were collected.
- (3) To permit access to and provide copies of records for an individual as to whom such records are kept.
- (4) To require only proper uses of records, i.e., within lawful purposes for which such records were collected, and to require adequate security safeguards to prevent misuse, and to assure that information is current, accurate and relevant to intended use.
- (5) To provide only narrowly defined exemptions to requirements of non-disclosure, etc.
- (6) To provide civil and criminal penalties for violation of the statute.

Definitions [5 U.S.C. 552(a)]

- (1) "individual" means any citizen of the United States or any permanent resident alien.
- (2) "maintain" includes collection, use and dissemination.
- (3) "record" means any item or collection maintained by name or other personal identifier such as a social security number.

PEACE CORPS  
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DIVISION

(4) "system of records" in any group of records as defined above retrievable by name or identifying number, symbol, etc.

(5) "statistical record" means any record system used for statistical or reporting purposes only and not subject to retrieval by name, number or symbol.

(6) "routine use" means disclosure of a record for a purpose compatible with the purpose for which it was collected.

Section (b) - Conditions of Disclosure

Disclosure of any record in a system of records is prohibited except upon request, or with consent of the person to whom the record pertains except:

(1) within the agency to employees who need the record to perform their duties.

(2) when required under FOIA, i.e., public information such as duty station and pay of employees or volunteers.

(3) for routine use (which must be published and disclosed in advance per section (c) (4) (D)).

(4) to the Census Bureau for survey or related Census activities.

(5) for statistical uses under proper written assurance against misuse and only when record transmitted in form not individually identifiable.

(6) to National Archives as a historically significant or potentially significant document.

(7) to another U.S. agency for civil or criminal law enforcement purposes upon written request specifying portion of record desired and law enforcement activity involved. This would include security investigations, etc.

- (8) emergencies under "compelling circumstances" affecting health and safety of a person about whom record was collected.
- (9) to the Congress and its committees for official purposes or with consent of the individual to whom the record pertains.
- (10) the Comptroller General (GAO) when engaged in performance of its duties.
- (11) pursuant to court order.

#### Section (c) - Accounting for Disclosures

Agencies are required to keep accounting of all disclosures of records in a system (except under (b)(1) and (2)). The accounting must include the date, nature and purpose of the disclosure and the identity of the person or agency who got the information.

The accounting must be retained for life of the record or 5 years, whichever is longer, and except for (b)(7) disclosures must be given to a person about whom the record is kept upon request. A&F/AS has accounting forms which must be maintained by all offices maintaining Privacy Act records.

#### Section (d) - Access to Records

Agencies must permit a person and his representative access to and copies of his records (in a comprehensible form).

Such person has the right to request amendment of a record and acknowledgement of request must be made in 10 working days. The agency must then "promptly" amend the record per request or deny amendment and provide in-house appeal; which must be answered not less than 30 working days after receipt. (Extension of time possible "for good cause shown".) If appeal denied, appellant may place a "concise" statement

of his disagreement in the record. (Agency may place its reply in record.) In such case, agency must notify all parties to whom disclosure has been made or will be made of dispute as to contents.

This section is not to be construed so as to allow access to information compiled in "reasonable anticipation" of a lawsuit.

### Section (c) - Agency Requirements

Agencies must observe the following rules in collecting and maintaining records.

- (1) Maintain only information authorized by statute or Executive Order.
- (2) Collect information "to greatest extent practicable" from the individual who is the subject of the record.
- (3) Inform each individual in writing of its authority to collect the information, the purposes and intended and routine uses and the affect on the person of not supplying the information.
- (4) Publish annual notices of all systems of records including the uses and agency policies and procedures regarding access, security, etc.
- (5) All records must be maintained with accuracy, relevancy and completeness so as to be fair to the individual.
- (6) Records must be checked for compliance with (5) before dissemination.
- (7) Agencies may not, unless expressly authorized by law, maintain records about how a person exercises First Amendment rights (i.e., no information on religious or political affiliation, etc.).
- (8) Notify an individual of any disclosure under court order (legal process) "when such process becomes a matter of public record."

(9) Rules of conduct for personnel involved with systems must be established.

(10) Agencies must establish adequate security safeguards for all systems of records.

(11) Any new or intended use of a system must be published in the Federal Register 30 days in advance for acceptance of views of public and affected parties.

Section (f) - Agency Rules

Agencies must publish rules and procedures to effectuate all provisions of the Act.

Section (g) - Civil Remedies

Provides for suits against agencies for non-compliance with this Act, or failure to amend a record on request and provides the Court may assess agencies with attorney fees and costs of successful litigants, and damages in cases where action of the agency damaged an individual and was "willful" or "intentional."

Section (h) - Legal Guardians

Allows legal guardians of incompetents to act for them.

Section (i) - Criminal Penalties

Provides penalties of up to \$5,000 for "misdemeanor" or violation of provisions of the Act relating to

(1) willful improper disclosure.

(2) maintenance of a system without published notice as required in (e)(4).

(3) willfully obtaining a record under false pretenses.

Section (j) - General Exemption

Exempts from certain provisions the maintenance of records by CIA and other law enforcement records.

Section (k) - Specific Exemptions

Allows exemption from some provisions of the Act, but not all (see p. 89, OMB outline) and only pursuant to published regulations with justification. Categories which may be exempted are:

- (1) exempt under 552(b)(1) of FOIA (classified) documents per Executive Order).
- (2) law enforcement material under (j)(2).
- (3) N.A.
- (4) statutorily required statistical records.
- (5) investigatory material i.e., references, compiled to determine "suitability, eligibility or qualifications" of employees or volunteers, but only to extent necessary to protect identify of a source promised confidentially.
- (6) test or examination material used to determine appointment, promotion or qualifications for Federal service, but only to extent disclosure would compromise fairness or objectivity.
- (7) N.A. (armed services only).

Section (l) - Archival Records

Provides that archives remain property of an agency and disclosure or non-disclosure remains in delivering agency jurisdiction.

Section (m) - Government Contractors

Provides that contractors and their employees operating records systems are subject to this Act.

Sponsors of Title I programs such as VISTA, YUA, ACV, PLS, i.e., all sponsors who engage in local recruitment, are considered by the Agency to be government contractors under the provisions of Subsection (m) of the Act. This means that all ACTION documents in their hands are to be considered the property of ACTION and therefore subject to the provisions of the Privacy Act. Such sponsors must be instructed on the maintenance of files in accord with the security provisions imposed upon ACTION by its regulations. These records while in the hands of the sponsor may not be disclosed outside of the sponsoring organization. The following are checkpoints which should be considered and discussed with the sponsor:

1. Identify all sponsors engaging in local recruitment.
2. Insure sponsor security safeguards for all files.
3. Insure that as soon as the sponsors need for such files has ceased, they are returned to appropriate ACTION office.
4. Sponsor should not retain copies of ACTION files. They are permitted to obtain and retain sufficient information for their own records but not to keep or maintain direct copies of ACTION files.
5. If sponsors receive a request under the Privacy Act or the Freedom of Information Act for any file they should inform the requester that the file belongs to ACTION and immediately forward all information requested to the appropriate ACTION office which should treat the matter as a Freedom of Information or Privacy Act request received as of the date of delivery to it of the request by the sponsor.
6. Sponsor should be advised that under the provisions of Subsection (m) they may be liable for fines in the event of improper handling of ACTION files under the Privacy Act.

## FREEDOM OF INFORMATION ACT

Location:

5 U.S. Code 552, 45 CFR Part 1215

I. Purpose:

To provide for liberal access by the public to Government documents without regard to "need to know" or other non-essential criteria, i.e., the burden is on the Agency seeking to deny access to a record to prove that its production is limited by a specific exemption in the Act.

II. Applicability: All documents maintained by the agency are available to any members of the public unless specifically exempt under the Act (see below), or limited in distribution by the Privacy Act. All that is required to activate the Act is, (1) a reasonable description of the required information, and, (2) a formal request under Agency regulations. A formal request is not required for information which is normally given out such as staff manuals, program descriptive material, etc.

Exemptions:

(1) Documents properly classified, i.e., properly classified pursuant to Executive Order to protect national defense or foreign policy. Resort to this exemption will be rare in ACTION. Unofficial classifications such as "limited official use" or "eyes only" are not proper classification. No one in this Agency has power to classify a document under E.O. 11652 at present time.

(2) Documents related to internal personnel rules and practices. This applies to personnel area only, and only to those rules or practices the disclosure of which would tend to frustrate the operation of such rule. A practice of nondisclosure of names of merit promotion panel members in advance of their meeting would be an example.

(3) Matters or documents specifically exempted by statute. No examples exist at present, applicable to ACTION, but statute prohibiting disclosure of Grand Jury deliberations would serve as one.

(4) Trade secrets and commercial or financial information obtained from a person and privileged or confidential. This exemption applies only to commercial and financial information disclosure of which would harm the commercial interest of the person who provided it, which was given in confidence, and the disclosure of which would make it difficult for the agency to obtain such information in the future -- pricing data, methods unique to a bidder, etc., are examples.

(5) Some, not all, interagency or intra-agency memoranda and letters. Only those which are used in connection with policy determinations and decisions, i.e., which are part of a decision-making process. Opinions of General Counsel are a good example, position papers requested from staff relating to go or no-go decisions on a program, proceedings of a Project Review Committee if recorded might also be included as would evaluation reports on projects. But this, and other exemptions can only be used to the extent necessary to protect a legitimate interest in confidentiality, i.e., a disclosure would harm the program or frustrate a policy determination. Final determination must always be provided.

(6) Portions of personnel, medical and "similar" files the disclosure of which "would constitute a clearly unwarranted invasion of personal privacy" (Emphasis added.) We do not disclose home addresses, but we will disclose name, grade, duty stations and service dates of employees

and volunteers. This information about Federal employees and volunteers and former volunteers is considered public information. The same information about applicants for employment or volunteer service would not be public information since they are not yet Feds. Material given by employers and applicants, such as job history and former salary, etc., is not to be disclosed except to the person about whom the information is kept (see Privacy Act). The exemption relates to a "clearly unwarranted" violation of "personal" privacy. This means it must be the kind of information not normally divulged except by a person about himself, and only then for a purpose such as employment applications. It is privacy "personal" to the employee-applicant which is protected, i.e., information cannot be withheld for agency purposes, but only to protect the personal interest of the person to whom the information pertains.

(7) Investigatory records compiled for law enforcement purposes are generally exempt. This would effect full-field and NAC files, and other records received from police officials. This exemption is not unqualified. The conditions contained in our regulations should be consulted. Synopses of information with identifying data deleted may be producible. Great care should be used in use of this exemption and General Counsel should always be consulted as to any security or police material.

Exemptions to Exemptions:

The mere fact that it is determined a record in exempt is not enough to justify total nondisclosure. If part or all of document can be disclosed, even though

exempt without harming a significant protected interest, disclosure of such portions will be made. If necessary part of a document will be disclosed with exempt material deleted. In order to exempt a record from disclosure, the Agency must find; (2) that the material therein is exempt, and (b) that its disclosure would be violative of the public interest, or (c) a protected private interest under the exemption.

Requests for Information:

a) An informal request is any request, verbal or in writing, which does not specifically state it is made under the Freedom of Information Act, and is not properly labelled as such. If the material requested is clearly not exempt, and no significant cost is incurred in finding or copying it, the information should be given upon request.

In the event an employee receiving an informal request is in doubt as to whether to produce a record, the requester should be advised to make a formal request to the Regional Records Officer or the Director of Administrative Services in Washington as may be appropriate. Employees other than office heads specified in Section 1215.2(d) of the regulations (Regional Directors in the Regions) are not authorized to deny access to any record in behalf of the agency.

b) Formal requests are those labelled as such (see 5 CFR 1215.6) and addressed to the Director of Administrative Services or to the Regional Records Officer. Any such request should be handled only by such officials. Any formal seeming request received by any employee should be forwarded immediately to the proper Regional Records Officer or the Director of Administrative

Services in Washington depending on the location of the record. Such requests should not be dealt with by any other employee. No employee should take it on himself to deny access, he should if in doubt, consult the Office of the General Counsel and/or advise the requester to make a formal request as provided in 5 CFR Part 1215.

Penalties:

- a) In the event the agency is sued by a requester to produce a record, attorneys' fees and costs may be charged by the court if the agency position is found to have been unjustified.
- b) If a court finds the agency was unjustified in refusing to produce requested material, and awards fees and costs, and further finds that the circumstances raise a question as to whether agency personnel acted "arbitrarily and capriciously" in withholding material requested, the Civil Service Commission shall initiate a proceeding to determine whether disciplinary action is warranted against such personnel.

Time Limits:

After a formal request, the agency has ten days to comply, or deny access. After a denial, the requester may appeal to the Deputy Director who has 20 days to decide such appeal. Extensions totalling ten days may be given in unusual circumstances. These limits are mandatory, but a formal request (i.e., to a Regional Record Officer or the Director of Administrative Services) is required to start the time. A request is received as of the date it is delivered to a Regional Record Officer or the Director of Administrative Services.

Denial of Requests: As indicated above, only an office head or the Regional Director (see 1215.2(d)) may initially deny a request, subject to appeal

to the Deputy Director. Such denials must be made through A&F/AS. It might be considered "arbitrary and capricious" for another employee to make such a denial. The Regional Record Officer and/or Director of Administrative Services is responsible for directing a request to the proper office head.

Role of General Counsel:

Only legally exempt material may be exempted from disclosure. This is a legal question unrelated to questions of agency embarrassment or preferences. Office of General Counsel must be consulted before any denial is made. This is especially important in view of potential agency liability for fees and costs, and potential adverse Civil Service Commission action against an employee found to have acted arbitrarily or capriciously. It is an almost airtight defense to such a charge to be able to indicate that an action (denial) was done upon advice of counsel.

This law is fairly new (passed in 1967, amended December 1974). Its interpretation is still in its infancy. Only failure to act with legal advice can lead an employee in harms way.

# ACTION

WASHINGTON, D.C. 20525

Under the terms of the Privacy Act, which became effective on September 27, 1975, whenever an individual is requested to complete a personnel form (such as a Standard Form 171) which will provide data for a system of records, the form must be accompanied by an explanation of the authority, purpose, use, and effect of non-disclosure of the information on that form. The information reprinted below has been prepared by the Civil Service Commission to accompany a number of personnel forms, including the Standard Form 171 (Personal Qualification Statement).

\* \* \* \* \*

## ATTACHMENT 5 TO FPM LTR. NO. 295-5

### PRIVACY ACT NOTICE FOR FEDERAL APPLICATION FORMS INCLUDING:

OF 5, Inquiry as to Availability  
SF 15, Claim for Ten Point Veteran Preference  
SF 50-A, Notice of Short Term Employment  
SF 61-B, Declaration of Appointee  
SF 70, Proof of Residence  
SF 170, Application for Federal Employment  
SF 171, Personal Qualification Statement  
SF 171-A, Continuation Sheet for SF 171  
SF 172, Amendment to Personal Qualifications Statement  
SF 173, Job Qualifications Statement

### GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal employment application forms.

### AUTHORITY

Sections 1302, 3301, and 3304 of Title 5 of the United States Code give the U.S. Civil Service Commission the authority to recruit, examine, and evaluate applicants' qualifications for employment in the Federal service. Use of the employment application forms is necessary for performing these functions.

PURPOSES AND USES

The principal purpose of employment application forms is to collect information needed to determine qualifications, suitability, and availability of applicants for Federal employment and of current Federal employees for reassignment, reinstatement, transfer, or promotion. Your completed application may be used to examine, rate, and/or assess your qualifications; to determine if you are entitled under certain laws and regulations such as Veterans Preference, and restrictions based on citizenship, members of family already employed, and residence requirements; and to contact you concerning availability and/or an interview. All or part of your completed Federal employment application form may be disclosed outside the U.S. Civil Service Commission to:

1. Federal agencies upon request for a list of eligibles to consider for appointment, reassignment, reinstatement, transfer, or promotion.
2. State and local Government agencies under the Inter-governmental Personnel Act terms if you have expressed an interest in and availability for such employment consideration.
3. Federal agency investigators to determine your suitability for Federal employment.
4. Federal, State, or local agencies to create other personnel records after you have been appointed.
5. Appropriate Federal, State, or local law enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law.
6. Appropriate Federal, State, or local agencies maintaining records on you to obtain information relevant to an agency decision about you.
7. A requesting Federal, State, or local agency to the extent the information is relevant to the requesting agency's decision.
8. Federal agency selecting officials involved with internal personnel management functions.
9. Your college or university placement offices if you are appointed to a career position in some occupations at certain grade levels.
10. Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.

EFFECTS OF NONDISCLOSURE

Because the employment application forms request both optional (other skills, training, etc.) and mandatory (qualifications and biographical, etc.) data, it is in your best interest to answer all questions. Omission of an item means you might not receive full consideration for a position in which this information is needed. A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, title 18, section 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All information you give will be considered in reviewing your statement. In addition to the penalties described above, a false answer to questions relating to membership in the Communist Party, U.S.A., could deprive you of your right to an annuity when you reach retirement age.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(b), IF APPLICABLE

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Civil Service Commission or agencies. The SSN also will be used by the Civil Service Commission and other Federal agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.



# ACTION

WASHINGTON, D.C. 20525

# Memorandum

TO : All OPM Employees

DATE: 11/3/75

FROM : Philip J. Bourbon  
Director of Personnel

SUBJECT: Implementation of the Privacy Act

The purpose of the Privacy Act is to provide safeguards for an individual against invasion of personal privacy by requiring Federal agencies -

--to permit an individual to determine what records about him are collected, maintained, used, or disseminated.

--to permit an individual to gain access to information about him, to have a copy of it, and to collect or amend it.

--to collect, maintain, use, or disseminate records about an individual for necessary and lawful purposes; assure that the information is current, accurate, and adequately safeguarded to prevent misuse.

--to provide narrowly defined exemptions from disclosure of information referred to in the Privacy Act.

--to be subject to civil suit for any damages which occurred as a result of willful or intentional action which violates any individual's rights under the Privacy Act.

All OPM staff share the responsibility for insuring that personnel information is safeguarded, and that unauthorized persons do not get the information either accidentally or intentionally, to disclose it, to amend it, or to just look at it.



In order to protect the privacy of applicants and anyone who is or ever has been on agency rolls, no employee shall give out any official information about an individual - including information on official Government forms, e.g., SF-171's - by any means of communication to anyone outside the agency without the express approval in every instance of his/her supervisor. When necessary the supervisor will verify with John Whalen, PSB/OPM, what can or cannot be given out.

Also, no employee shall give out any official information about an individual to anyone inside the agency unless the requestor needs the information to perform his official duties and for that reason only. Whenever the employee has any doubts about the rights of the requestor to receive the information, he/she should refer the matter to his supervisor for a decision.

Prior to any release of information to anyone inside or outside the agency, the PMS shall verify that all information to be released is accurate, complete, timely and relevant to the purposes for which the information is kept and that no extraneous or improper material is contained therein.

As prescribed by the ACT an individual has the right to certain information maintained about him/her. These requests should be referred to John Whalen, PSB/OPM.

Under the Privacy Act any employee who willfully discloses information which violates anyone's privacy may be subject to a fine of up to \$5,000. Furthermore, anyone who requests or receives any information about another individual under false pretenses is subject to the same fine.

#### SAFEGUARDS FOR OFFICIAL PERSONNEL FOLDERS

- A. The OPF File Room is "Off Limits" to all persons except Margaret Brooks, Alice Clagett, and their supervisors.
- B. No one may charge out OPFs except current members of the OPM staff. Wherever possible, one person from each Team or Branch will be designated to be personally responsible for maintaining constant surveillance of a charged-out OPF when not locked up; and for returning it to the OPF File Room as soon as possible, but not later than one week. It may be recharged, if the need still exists. The Chief, Personnel Operations, should be notified of each Team's and Branch's designee for these responsibilities.

- C. Margaret Brooks will review the charge-out cards once a week and require those overdue to be returned. A written explanation will be furnished the Chief, Personnel Operations, concerning any OPF that is out of the File Room for more than 4 weeks. In the event an OPF is misplaced, a concerted search by all OPM staff will be made until it is found.
- D. When an employee (or Union representative as designated in writing) wants to look at his own OPF, the employee's PMS will make an appointment for the employee to do so as soon as reasonable within 5 working days. The PMS will obtain the OPF, and personally assist the employee in reviewing the OPF, and will maintain constant surveillance while he does so to assure that nothing is removed, altered, or amended.
- E. When an investigator from another agency wants to see an OPF, the investigator will be referred to the Chief, Personnel Operations, together with the OPF request.
- F. When an EEO representative (counselor or investigator) wants to review an OPF of any employee, a letter of authorization from the Office of the Director, OEO, must be presented, stating that the representative is assigned to investigate a certain EEO complaint. The PMS will insure that only the requested information is made available. The EEO representative will complete the standard OPF review form for every OPF reviewed.
- G. Margaret Brooks will be responsible for any OPF loaned to another agency. The PMSs concerned will be responsible for any OPF loaned outside of OPM. Supervisors and officials will be encouraged to review OPFs in Personnel Operations. All reviewers outside OPM will complete a signed statement indicating OPFs reviewed, the purpose, and the date.

- H. Only OPM staff members may make copies of documents in an OPF and any OPM employee who makes a copy is responsible for insuring that the documents are returned to the OPF and filed in the proper sequence.
- I. All documents approved by the PMS will be filed in the OPF within 3 days after receipt in the File Room. Margaret Brooks will insure that documents are filed promptly and properly. She will screen at least 10 OPFs each day to detect any misfiling and take corrective action.
- J. All OPFs of former employees will be forwarded to National Records Center within 30 days after separation, except for the following, which will be clearly identified by the PMS handling the case:
  - (1) Former employees on the Reemployment Priority List.
  - (2) Former employees receiving severance pay.
  - (3) Former employees being considered for further employment.
  - (4) Former employees who have not completed the clearance procedure-travel vouchers, termination medicals, etc.
  - (5) Former employees who accepted employment in another Federal agency.

#### INQUIRIES AND REQUESTS FOR INFORMATION

- A. Except in response to telephone calls from the LaFayette Federal Credit Union, which shall be referred to the PMSs, and for the procedures for public information described in the following paragraph, no information will be released to persons outside ACTION except on written request and in writing. For this reason, all outside telephones in the File Room have been disconnected, leaving only the intercom system for connections within Personnel Operations Branch.

- B. The following information is public information and may be given out only by the Chief, Personnel Operations, or persons whom he has designated in writing (except where there is reason to believe the information is to be used for commercial or other solicitations, or for political purposes):
  - (1) Employee's name
  - (2) Present and past position titles, grades, salaries, duty stations, and room numbers.
- C. Any requests for information that specifically refers to the Freedom of Information Act will be hand-carried to John Whalen, PSB, who in turn will refer it to Jack Nolan, Director, Administration Services, who is the agency official authorized to handle such requests. These requests must be answered within 10 days as stipulated by the Freedom of Information Act.
- D. Names of applicants for civil service positions or eligibles on civil service registers, certificates, employment lists, or other lists of eligibles, or their ratings or relative standings on registers is not information available to the public.
- E. Another Federal agency considering an ACTION employee for employment will be furnished all data on SF-75, "Request for Pre-Employment Data," but only upon receipt of a properly completed SF-75 from the requesting agency. No record checks will be answered by telephone. A copy of the SF-75 will be placed on the left side of the OPF. The Chief, Personnel Operations, will approve the release of information on SF-75s in every instance.
- F. On written request from a non-federal prospective employer, the following information may be furnished in writing, in addition to the information which is available to the public: (copy to be filed on left side of OPF).

- (1) Tenure of Employment
- (2) Civil Service status
- (3) Length of service in ACTION and in the Federal Government
- (4) Date and reason for separation as stated on the SF-50, except that only general statements will be made when separated for loyalty or suitability-i.e., separated on grounds of a reasonable doubt of his loyalty, or separated for reasons related to suitability for employment with ACTION.

NOTE: We can't say more than "separated during probationary period" to anyone unless the probationer had a hearing prior to his separation.

G. Upon written request from a credit agency, the following information may be verified in writing: (Copies will be filed on left side of OPF)

- (1) Tenure of Employment
- (2) Civil Service status
- (3) Length of service in ACTION and in the Federal Government
- (4) Any other information specifically designated in a written release signed by the employee.

NOTE: Calls from the LaFayette Federal Credit Union will be referred to the PMS.

- H. An employee's home address or home telephone number is personal and may not be given out except by specific approval of the Chief, Personnel Operations, in case of emergency, or upon receipt of a proper request from a police or court official stating that an indictment has been returned against the employee or that a complaint, information, accusation, or other writ involving nonsupport or a criminal offense has been filed against him and his address is needed for service of a summons, warrant, subpoena, or other legal process.
- I. Margaret Brooks will receive all other written requests for information, and will prepare all replies in writing for the signature of the Chief, Personnel Operations. These replies will be sent within 3 days after receipt of written inquiry.
- J. Request for position descriptions may be honored as long as all personal identifying information is deleted from the position description. Requests for position description will be referred to Classification.
- K. Requests for information not covered by the above will immediately be referred to the Chief, Personnel Operations.

#### ACCOUNTING OF DISCLOSURES REQUIRED BY THE PRIVACY ACT

Each Branch Chief is responsible with respect to each System of Record under his control for keeping an "account" (record) of the following disclosures of information about individuals:

- Disclosures outside the agency, except for public information.
- Disclosures for routine uses (all of which are published in the Federal Register).
- Disclosure to the Bureau of Census.

- Disclosure to a person or agency for statistical or reporting purposes (even if the individual is not identifiable in the information furnished).
- Disclosure to the Archives.
- Disclosure for law enforcement purposes.
- Disclosure for "compelling circumstances," i.e. the health or safety of an individual.
- Disclosure pursuant to court order.

The accounting shall include:

- Date, nature, and purpose of each disclosure.
- Name and address of person and agency to whom disclosure is made. Each Branch Chief will attach to his weekly progress report submitted to me a copy or summary of every accounting for the previous week.

An accounting is not required for the following disclosures:

- Disclosure to employees of ACTION who have a need for access for the performance of their official duties.
- Disclosure of public information. (See "B" on page 5)
- Disclosure required under the Freedom of Information Act which, as in the past, are referred to John Whalen, Personnel Security Branch, for handling and recording.

All accountings shall be recorded as appropriate on one of the following ACTION forms:

- ACTION Form A-734
- ACTION Form A-735a
- ACTION Form A-735b
- ACTION Form A-735c

RELEASE OF INFORMATION TO EEO INVESTIGATORS AND COUNSELORS

In every instance an EEO representative must present a letter from the office of the Director, OEO, authorizing the representative to investigate a complaint. The representative must specify the kind of information required to conduct the investigation. Then the required information will be forwarded to John Whalen, Personnel Security Branch, for determination of what can be released for review. If copies of any of the required information are requested, copies will be made in duplicate and forwarded to John Whalen for necessary expungements before release to the representative.

**PRIVACY ACT NOTICE REQUIREMENTS**  
**RECIPIENT PLEASE READ GROUP NUMBER CHECKED BELOW**

**Group 1**

*This Notice Will Accompany Standard Forms 231, 232, 233*

SF 231 Power of Attorney by Individual for the Collection of Checks Drawn on the United States Treasury

SF 232 Power of Attorney by Individual for the Collection of a Specified Check Drawn on the United States Treasury

SF 233 Power of Attorney by Individual to a Bank for the Collection of Checks Drawn on the United States Treasury

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on the enclosed form is required under the provisions of 5 U.S.C. 301 and 31 CFR 240.12 for the purpose of providing authority to a person whom you designate as your attorney-in-fact to receive, endorse, and collect Treasury checks payable to you. The information requested is for identification of the parties named and failure to execute the instrument will prevent the negotiation of your Treasury checks by your attorney-in-fact.

**Group 2**

*This Notice Will Accompany Standard Forms 1034, 1034A, 1129, 1129A, And Other Functional Forms*

1034 Public Voucher for Purchases and Services Other than Personal

1034A (Memorandum)

1129 Reimbursement Voucher

1129A (Memorandum)

Other Functional Forms

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on the enclosed form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

**Group 3**

*This Notice Will Accompany Standard Forms 1189, 1198, 1199*

SF 1189 Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization

SF 1198 Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization

SF 1199 Authorization for Deposit of Social Security Payments

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information requested on the form including the social security number, is confidential and is required under various provisions in title 31 U.S.C., including section 492 thereof, and 31 CFR Parts 209 and 210 to direct your payments to your financial organization. The information provided by you will be used for identification with the records of the program agency and the financial organization in order to direct your payments to the point you authorize. Failure to provide the requested information may affect or preclude the direct deposit of your payments.

#### **Group 4**

*This Notice Will Accompany Standard Forms 1177, 1192*

SF 1177 U.S. Savings Bond Issue File Action Request

SF 1192 United States Savings Bond Authorization for Purchase and Request for Change

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The furnishing of social security numbers is required by the regulations governing savings bonds, Treasury Department Circular No. 530, 31 CFR 315. The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority, and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction.

#### **Group 5**

*This Notice Will Accompany TFS Forms 3023 (formerly TUS 3023 and GFO 3023), TUS 5583*

TFS 3023 (formerly TUS 3023 and GFO 3023) Specimen Signature

TUS 5583 Signature Card

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on the enclosed form is required under the provisions of 31 U.S.C. 82b to identify the accredited official for disbursing operations. Failure to provide the information requested may affect the accreditation of the individual.

#### **Group 6**

*This Notice Will Accompany TFS Forms 2244, (formerly TUS 2244 and GFO 2244), 2244A (formerly TUS 2244A), TUS Forms 2244B, 2244G, 2244H*

TFS 2244 (formerly TUS 2244 and GFO 2244) Undertaking of Indemnity-Substitute Checks

TFS 2244A (formerly TUS 2244A) Application to Obtain the Issuance of a Substitute Check (or checks) without the Execution of an Undertaking of Indemnity

TUS 2244B Undertaking of Indemnity-Substitute Check

TUS 2244G Application to Obtain Substitute Check by Resident of Foreign Country

TUS 2244H Affidavit by Individual Surety

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information requested is specifically required by 31 U.S.C. 528. The completed form may be used to provide indemnification against loss to the United States in the issuance of a substitute check(s). If all information is not furnished, the issuance of the check(s) may be delayed.



# **ACTION** Memorandum

WASHINGTON, D.C. 20525

TO : Office Heads State Program Directors DATE: 12-01-75  
      Regional Directors Area Managers  
      Division Directors Supervisors  
FROM : Phil Bourbon, Director  
      AE/Personnel Management  
SUBJECT: Requests for Information Concerning Staff Personnel

Your attention is invited to the following excerpts from page 42113 of the Federal Register, Volume 40, Number 176, dated Wednesday, September 10, 1975:

**"Official Personnel Files -**

Official personnel files of Federal Employees... in the custody of this agency are considered the property of the Civil Service Commission. Access to such files shall be in accordance with such notices published by the Commission.

Access to such files in the custody of the Agency will be granted to individuals to whom such files pertain upon request to the Director, Office of Personnel Management.

Various offices in the Agency maintain files which contain miscellaneous copies of personnel material affecting ACTION employees. This would include copies of standard personnel forms, evaluations, etc. These files are kept only for immediate office reference and are considered by the Agency to be part of the general personnel files and can only be disclosed through the Director of the Office of Personnel Management in order that he may ensure that any material to be disclosed is relevant, material, current, and fair to the individual employee. It is also the policy of the Agency to limit the use of such files and to encourage the destruction of as many as possible."

When you receive a confidential inquiry or reference check on a person who has given your name as a reference, the reply is based on your personal knowledge and does not become a part of the ACTION official personnel file.



All personnel documents prepared by you or furnished you in your capacity as a supervisor or manager are considered as part of the Official Personnel Files. Such records include copies of data runs such as the Ceiling and Grade Report, copies of Performance Ratings and Career Appraisals, Notices of Personnel Action (SF-50), copies of official position descriptions, Requests for Personnel Action (SF-52), copies of correspondence for inclusion in the Official Personnel Folder, copies of recommendations for meritorious or quality salary increase, copies of applications (SF-171), copies of Employee Record Cards (OF-7), etc.

Requests for information from the above records should not be filled by your office, but instead the request should be immediately forwarded to Ty Simpson, Chief Personnel Operations, Room 303, 806 Connecticut Ave., N.W., Washington, D.C. 20525.

In no instance may home addresses or home telephone numbers of applicants, current employees, or former employees of ACTION be given out, except at the instruction of the Chief, Personnel Operations.

47. PRIVACY ACT:

(a) The contractor agrees:

- (1) To comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.



**ACTION**

WASHINGTON, D.C. 20525

# Memorandum

TO : System Managers

DATE:

FROM : Willard Meinecke, Associate Director  
Administration & Finance

SUBJECT: Safeguarding Privacy Act Systems

All Privacy Act record systems must be safeguarded as stated in the interim regulation memo to All ACTION Employees dated 9/30/75, Subject: Implementation of the Privacy Act. Inspections will be made to insure compliance with safeguarding requirements.

Place the following information on a gummed label and affix it to each storage container (file cabinet, vertical file, etc.): PRIVACY ACT & System No.

Sample:

PRIVACY ACT  
ACTION/OEO-1

Gummed labels and/or peel-off labels are available from the supply room.

All system containers should be marked by December 15, 1975.

Please return this memo to AF/AS, M-401, with the following information:

System No. \_\_\_\_\_

Location \_\_\_\_\_  
(Bldg. & Room No.)



## PRIVACY ACT NOTIFICATION

### AUTHORITY

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) December 31, 1974, for individuals completing Federal employment application forms, resumes and related forms. Sections 1302, 3301, and 3304 of Title V of the United States Code and under the Domestic Volunteer Service Act, 42 U.S.C. 4951, Public Law 93-113, Title IV, Section 402 (13) et seq., give the U.S. Civil Service Commission and ACTION, respectively, the authority to recruit, examine and evaluate applicants' qualifications for employment in the Federal service and/or in the private sector, as applicable. Use of the employment application forms is necessary for performing these functions.

### PURPOSES & USES

The principal purpose of the employment application forms is to collect information needed to determine qualifications, suitability and availability of applicants for Federal employment and/or private-sector employment, as applicable, and of current Federal employees for reassignment, reinstatement, transfer, or promotion. Your completed application may be used to examine, rate and/or assess your qualifications, to determine if you are entitled under certain laws and regulations such as Veterans' Preference, and restrictions based on citizenship, members of family already employed, and residence requirements; and to contact you concerning availability and/or for an interview. All or part of your completed Federal application form and/or resume and/or related forms may be disclosed outside of the U.S. Civil Service Commission and/or ACTION, to:

1. Federal agencies upon request for a list of eligibles to consider for appointment, reassignment, reinstatement, transfer or promotion.
2. State and local government agencies, congressional offices, public international organizations, and other public offices, if you have indicated availability for such employment considerations.
3. Federal agency investigators to determine your suitability for Federal employment.
4. Federal, State or local agencies to create other personnel records after you have been appointed.
5. Appropriate Federal, State or local law-enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law.
6. Appropriate Federal, State or local agencies maintaining records on you to obtain information relevant to an agency decision about you.
7. A requesting Federal, State or local agency to the extent that information is relevant to the requesting agency's decision.
8. Federal agency selecting officials involved with internal personnel management functions.
9. Your college or university placement offices if you are appointed to a career position in some occupations at certain grade levels.
10. Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.
11. A congressional office in response to an inquiry from the congressional office made at your request.
12. State and local government agencies and private-sector employers in commission of ACTION's Outplacement Counseling services.

## EFFECTS OF NONDISCLOSURE

Omission of an item means you might not receive full consideration for a position for which this information is needed.

## INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7(b)

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits or processes that you are seeking. Solicitation of the SSN by the U.S. Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used by the Civil Service Commission and other Federal agencies in connection with lawful requests for information about you from your former employers, from educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems and records. The SSN will also be used for selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

(CSC Form 1276, 9/76)

# ACTION

WASHINGTON, D.C. 20525

The Outplacement Counseling Office is in the process of updating its Talent Bank of former volunteer resumes.

If you wish to have your data remain on file in the Talent Bank for referral to potential employers, we request that you either send us an up-to-date resume or complete the enclosed Standard Form 171 and return it to us. If you choose to complete the SF-171, be sure to describe your job experience in detail, type the form, and date and sign the form.

If we have not heard from you within 60 days, we will assume that you are no longer seeking employment and we will remove your file from the Talent Bank.

Sincerely,

Outplacement Counseling

Enclosure



# ACTION Memorandum

WASHINGTON, D.C. 20525

TO : ALL ACTION EMPLOYEES

DATE: 9/30/75

FROM : John L. Gant, Deputy Director, ACTION

SUBJECT: Implementation of the Privacy Act

As all offices have been advised, the Privacy Act becomes effective on September 27, 1975. This memorandum will serve to highlight certain aspects of the Act which require immediate attention and to advise you of certain items concerning implementation. There will be further publications of detailed instructions concerning aspects of agency regulations regarding the Privacy Act which are attached hereto. All employees responsible for systems of records as defined in the regulations and herein should make certain that they carefully read the agency regulations and directives concerning the Privacy Act. Violation of provisions of the Privacy Act is a misdemeanor and upon conviction, the individual responsible for such violation may be fined up to \$5000. In addition, the agency can be sued for damages for violation of the Act and a successful litigant may be awarded damages and attorneys' fees.

Any and all questions regarding the Privacy Act, the regulations or other directives thereunder should be referred to the Director, Administrative Services Division, or, in the case of legal questions, to the Office of General Counsel.

PEACE CORPS  
INFORMATION SERVICES  
DIVISION



DISTRIBUTION: H, F, FR, FSC, 346, D

## 1. PURPOSE

The purpose of the Privacy Act is to permit individuals to determine what information is maintained by government agencies about them and to permit such individuals to have an opportunity to correct any such record the agency maintains. Specific provisions for obtaining copies of records and procedure for correcting records are contained in the attached regulations which have been published in the Federal Register.

## 2. PUBLICATION OF AGENCY RULES AND SYSTEMS OF RECORDS

As required by the Act, the agency rules and systems of records were published on August 27, 1975, and they will be officially adopted as final on September 27, 1975. All offices were asked to review and comment on these regulations and the systems of records which have been published. These comments were to be returned by September 17, 1975.

## 3. SYSTEMS OF RECORDS

A. As defined in the law and agency regulations a system of records is a group of any records containing personal information about individuals from which information can be retrieved by name of the individual or by some other identifying number, symbol or other personal identifier assigned to such individual. A social security number, or in the case of a volunteer or ex-volunteer, his or her volunteer number would be an example of such personal identifier.

B. All of ACTION's systems of records were published in the Federal Register as indicated above on August 27, 1975. No new systems of records can be established nor may existing systems of records be changed as to content without OMB and Congressional approval. Any existing system of records which was not published in the Federal Register may not be used after September 27, 1975. The maintenance of a system of records without publication is a violation of the Privacy Act for which the person responsible may be fined upon conviction.

C. Suggestions for the establishment of new systems, or changes in existing systems must be requested by a memo through a division or office director to the Director of Administrative Services. Any such request must present adequate justification and completely describe the record system sought to be established or changed. In the case of changes in existing systems, the system to be changed should be identified in ACTION's existing published systems of records.

4. RELEASE OF RECORDS

A. It is ACTION policy, consistent with the Privacy Act, to maintain strictly the confidentiality of all records and systems of records. Records may only be released to the individual to whom such record pertains or his authorized representative as provided in the rules and regulations attached. It is the responsibility of each system manager as identified in ACTION's published systems of records to control access to any system of records.

B. It should be noted that certain records may not be released in their original form even to the individual to whom such record pertains. References will not be released because of a promise to confidentiality to the person giving the reference. Medical and psychiatric records are released pursuant to agency policy only to a physician designated by the individual to whom the record pertains.

C. All documents to be released should be reviewed to insure that all information is accurate and correct, and that the names of other individuals are not contained in such records in such a fashion that their privacy might be infringed by release even to the individual to whom the record pertains.

5. IDENTIFICATION OF REQUESTING INDIVIDUAL

Identifying information should be obtained from any individual requesting access to his or her records in order to insure that such individual is entitled to such access.

A. If the individual requester appears in person, he should be identified by driver's license or other similar type of personal identification with a name and signature.

B. If the individual makes the request by letter, he or she should be required to submit a notarized request. In advising such individual of the necessity of a notarized request the following should be used:

"We can furnish you with copies of your records upon proper identification. We would need your Social Security Number and your home address at the time of your entry into service. Your request must be notarized in such a fashion as to indicate that the notary has personal knowledge of your identity. This is for the purpose of protecting the confidentiality of personnel records."

C. In the event an individual authorizes another person to obtain his records, a notarized authorization statement should be taken.

D. If an individual requests access to his records and wishes to be accompanied by a personal representative, written authorization from such individual to do so should be obtained.

## 6. FORMS

The following forms have been designed for use and are being forwarded under separate cover to the offices involved with the maintenance of Privacy Act type records:

A. ACTION Form-A-734-Privacy Act Request Log - Freedom of Information Request Log.

B. ACTION Form A-735a-Privacy Act Accounting for Disclosure of Information to Law Enforcement Agency.

C. ACTION Form A-735b-Privacy Act Accounting of Routine Disclosures.

D. ACTION Form A-735c-Privacy Act - Accounting of Subpoened Records.

E. Please note that all offices in ACTION/W, DO Regional Offices, ORC Service Centers and Peace Corps Countries must post these forms when disclosing information. The procedure is to make an original and copy for each disclosure. The original should be filed on the left side of the individual's folder. The copy should be filed in a separate folder which brings together all disclosures in a consolidated folder by type, i.e., routine, subpoena and law enforcement agency.

F. This is the first time these forms are being used. There is no experience anywhere on the use of these forms. After use of the forms there should be suggestions for revisions. Please send those to the Director, Administrative Services Division.

#### 7. CONFIDENTIALITY OF RECORDS

A. All systems of records maintained by ACTION must be kept in a confidential manner appropriate to the records maintained in the system. Contents of any and all records may be divulged within the agency only to those with the need for such access in the performance of their official duties.

B. Contents of records systems should be divulged outside of the agency only for an appropriate routine use as published in the Federal Register. Records contained in records systems should be kept in appropriate files at all times when not in use. Obviously some records need not be considered so sensitive or private as to require substantial security precautions. Payroll lists, volunteer lists, time and attendance records, etc. which contain no confidential information should be maintained carefully but need not be treated as confidential records.

#### 8. ADVICE AND ASSISTANCE

Individuals requesting copies of records pertaining to them should be provided all advice and assistance necessary to assist them in locating any records which the agency may maintain about such individuals. If a request is made to a regional office which does not have a record about such individual, the individual should be advised what office might have such record. If there is any doubt as to whether a record exists at all, the requester should be referred to the Office of Administrative Services.

## 9. CONCLUSION

The Privacy Act specifically makes it the responsibility of all employees dealing with record systems to obey the provisions of the law and the regulations published pursuant thereto. The law is new as are the regulations and procedures. Any suggestions for changes should immediately be submitted to the Office of Administrative Services. In cases of doubt as to whether a request is made under the Freedom of Information Act or the Privacy Act, the same office should be consulted.

**ACTION**

[ 45 CFR Part 1224 ]

**PRIVACY ACT OF 1974****Proposed Regulation and Implementation**

Notice is hereby given that ACTION proposes to amend Title 45 of the Code of Federal Regulations by adding a new Part 1224 which implements the provisions of Sections 2 and 3 of the Privacy Act of 1974 (Pub. L. 93-579) (hereinafter referred to as the "Act"). The proposed regulation establishes policies and procedures to assure protection of individual privacy and the accuracy and security of records in accordance with the requirements of the Act. The regulation includes provisions for individual access to, correction and/or amendment of such records and the disclosure of information from such records, exemptions from disclosure, exceptions to regulations against disclosure, and standards of conduct for persons in control of records systems.

Any person interested in the proposed regulation may submit written comments or views on such regulations by addressing ACTION/OGC, M-607, 806 Connecticut Avenue, NW., Washington, D.C. 20525, on or before September 26, 1975. All written comments received from the public through that date will be considered by the Agency in formulating final regulations. Comments received will be available for public inspection at the above address between the hours of 9 a.m. and 5 p.m., Monday through Friday (except holidays) until September 1, 1975.

Notice is hereby given that it is proposed to make these regulations effective

September 27, 1975 on the effective date of the Act.

Title 45, Code of Federal Regulations, is proposed to be amended by establishing a new Part 1224 as follows:

**PART 1224—IMPLEMENTATION OF THE PRIVACY ACT OF 1974**

Sec.

- 1224.1-1 Purpose.
- 1224.1-2 Policy.
- 1224.1-3 Definitions.
- 1224.1-4 Disclosure of Records.
- 1224.1-5 Annual notices.
- 1224.1-5a New uses of information.
- 1224.1-6 Reports regarding changes in systems.

- 1224.1-7 Use of social security account number in records system [Reserved].
- 1224.1-8 Rules of conduct.
- 1224.1-9 Records systems—management and control.
- 1224.1-10 Security of records systems—manual and automated systems.
- 1224.1-11 Accounting for disclosure of records.
- 1224.1-12 Contents of records systems.
- 1224.1-13 Access to records.
- 1224.1-14 Specific exemptions.
- 1224.1-15 Identification of requestors.
- 1224.1-16 Amendment of records and appeals with respect thereto.
- 1224.1-17 Fees.

**AUTHORITY:** Pub. L. 93-579, 5 U.S.C. 552a.

**§ 1224.1-1 Purpose.**

The purpose of this part is to set forth the basic policies of ACTION governing the maintenance of systems of records containing personal information as defined in the Privacy Act (5 USC 552a). Records included in this part are those described in aforesaid Act and maintained by ACTION and/or any component thereof.

**§ 1224.1-2 Policy.**

It is the policy of ACTION to protect, preserve and defend the right of privacy of any individual as to whom the agency maintains personal information in any system records and to provide appropriate and complete access to such records including adequate opportunity to correct any errors in said records. It is further the policy of the agency to maintain its records in such a fashion that the information contained therein is and remains material and relevant to the purposes for which it is received in order to maintain its records with fairness to the individuals who are the subject of such records.

**§ 1224.1-3 Definitions.**

(a) "Record" means any document or other information about an individual maintained by the agency whether collected or grouped and including but not limited to information regarding education, financial transactions, medical history, criminal or employment history, or any other personal information which contains the name or other personal identification number, symbol, etc. assigned to such individual.

(b) "System of Records" means a group of any records under the control of the agency from which information is retrieved by use of the name of an individual, or by some identifying number,

symbol, or other identifying particular of whatsoever kind or nature.

(c) "Routine Use" means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.

(d) The term "agency" means ACTION and/or any component thereof.

(e) The term "individual" means any citizen of the United States or an alien lawfully admitted to permanent residence.

(f) The term "maintain" includes the maintenance, collection, use or dissemination of any record.

#### § 1224.1-4 Disclosure of Records.

The agency will not disclose any personal information from systems of records it maintains to any individual other than the individual to whom the record pertains, or to another agency, without the express written consent of the individual to whom the record pertains, or his agent or attorney, except in the following instances:

(a) To officers or employers of ACTION having a need for such record in the official performance of their duties.

(b) With respect to records which should follow an employee in transfer situations, to the personnel office of a different agency as a result of a transfer or a potential transfer of the individual to whom the record pertains.

(c) When required under the provisions of the Freedom of Information Act (5 U.S.C. 552).

(d) For routine uses as appropriately published in the annual notice of the FEDERAL REGISTER.

(e) To the Bureau of the Census for uses pursuant to Title 13.

(f) To an individual or agency having a proper need for such record for statistical research provided that such record is transmitted in a form which is not individually identifiable and that an appropriate written statement is obtained from the person to whom the record is transmitted stating the purpose for the request and a certification under oath that the records will be used only for statistical purposes.

(g) To the National Archives of the United States as a record of historical value under rules and regulations of the Archives as may be established by the Administrator of General Services or his designee.

(h) To an agency or instrumentality of any governmental jurisdiction within the control of the United States for civil or criminal law enforcement purposes provided however that the head of any such agency instrumentality has made a written request for such records specifying the particular portion desired and the law enforcement activity for which the record is sought. Such a record may also be disclosed by the agency to the law enforcement agency on its own initiative in situations in which criminal conduct is suspected provided that such disclosure has been established as a routine use or

in situations in which the misconduct is directly related to the purpose for which the record is maintained.

(i) In emergency situations upon a showing of compelling circumstances effecting the health or safety of any individual provided that after such disclosure notification of such disclosure must be promptly sent to the last known address of the individual to whom the record pertains.

(j) To either House of Congress or to a subcommittee or committee (joint or of either house) to the extent the subject matter falls within their jurisdiction.

(k) To the comptroller general or any of his authorized representatives in the course of the performance of his duties and of that of the General Accounting Office.

(l) Pursuant to an order of a court of competent jurisdiction provided that if any such record is disclosed under such compulsory legal process and subsequently made public by the court which issued it, the agency must make a reasonable effort to notify the individual to whom the record pertains of such disclosure.

#### § 1224.1-5 Annual Notices.

The agency shall publish annually a notice of all systems of records maintained by it as defined herein in the format prescribed by the General Services Administration in the FEDERAL REGISTER, provided however that such publication shall not be made for those systems of records maintained by other agencies though in the temporary custody of this agency.

#### § 1224.1-5a New Uses of Information.

At least 30 days prior to publication of information under the preceding section, the agency shall publish in the FEDERAL REGISTER a notice of its intention to establish any new routine use of any system of records maintained by it with an opportunity for public comments on such use. Such notice shall contain the following:

(a) The name of the system of records for which the routine use is to be established.

(b) The authority for the system.

(c) The purpose for which the record is to be maintained.

(d) The proposed routine use(s).

(e) The purpose of the routine use(s).

(f) The categories of recipients of such use.

In the event of any request for an addition to the routine uses of the systems which the agency maintains, such request may be sent to the following officer: Director, A&F/AS, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20252.

#### § 1224.1-6 Reports Regarding Changes in Systems.

The agency shall provide to Congress, the Office of Management and Budget, and the Privacy Protection Commission advance notice of any proposal to establish or alter any system of records as de-

fined herein. This report will be submitted in accord with guidelines to be provided by the Office of Management and Budget.

#### § 1224.1-7 Use of Social Security Account Number in Records Systems. [Reserved]

#### § 1224.1-8 Rules of Conduct.

(a) The Head of the agency shall assure that all persons involved in the design, development, operation or maintenance of any systems of records as defined herein are informed of all requirements necessary to protect the privacy of individuals who are the subject of such records. All employees shall be informed of all implications of the Act in this area including the criminal penalties provided under 5 USC 552a and the fact that agency may be subject to civil suit for failure to comply with the provisions of the Privacy Act and these regulations.

(b) The Head of the agency shall also ensure that all personnel having access to records receive adequate training in the protection of the security of personal records and that adequate and proper storage is provided for all such records with sufficient security to assure the privacy of such records.

#### § 1224.1-9 Records Systems—Management and Control.

(a) The Director of Administrative Services (A&F) shall have overall control and supervision of the security of all records keeping systems and shall be responsible for monitoring the security standards set forth in these regulations.

(b) A designated official (System Manager) shall be named who shall have management responsibility for each record system maintained by the agency and who shall be responsible for providing protection and accountability for such records at all times and for insuring that such records are secured in appropriate containers whenever not in use or in the direct control of authorized personnel.

#### § 1224.1-10 Security of Records Systems—Manual and Automated Systems.

The head of the agency has the responsibility of maintaining adequate technical, physical and security safeguards to prevent unauthorized disclosure or destruction of manual and automatic record systems. These security safeguards shall apply to all systems in which identifiable personal data are processed or maintained including all reports and outputs from such systems which contain identifiable personal information. Such safeguards must be sufficient to prevent negligent, accidental or unintentional disclosure, modification or destruction of any personal records or data and must furthermore minimize the extent practicable the risk that skilled technicians or knowledgeable persons could improperly obtain access to modify or destroy such records or data and shall further insure against such casual entry by unskilled persons without official reasons for access to such records or data.

## PROPOSED RULES

(a) *Manual systems.* (1) Records contained in records systems as defined herein may be used, held or stored only where facilities are adequate to prevent unauthorized access by persons within or without the agency.

(2) All records systems when not under the personal control of the employees authorized to use same must be stored in an appropriate metal filing cabinet. Where appropriate, such cabinet shall have three position dial-type combination lock, and/or be equipped with a steel lock bar secured by a GSA approved changeable combination padlock or in some such other securely locked cabinet as may be approved by GSA for the storage of such records. Certain systems are not of such confidential nature that their disclosure would harm an individual who is the subject of such record. Records in this category shall be maintained in steel cabinets without the necessity of combination locks.

(3) Access to and use of systems of records shall be permitted only to persons whose official duties require such access within the agency, for routine uses as defined in subpart B herein as to any given system, or for such other uses as may be provided herein.

(4) Other than for access within the agency to persons needing such records in the performance of their official duties or routine users as defined in subpart B herein or such other uses as provided herein, access to records within systems of records shall be permitted only to the individual to whom the record pertains or upon his or her written request to a designated personal representative.

(5) Access to areas where records systems are stored will be limited to those persons whose official duties require work in such areas and proper accountings of removal of any records in storage areas in the form directed by the Director, A&F/AS, shall be maintained at all times.

(6) The agency shall assure that all persons whose official duties who require access to and use of records contained in records systems are adequately trained to protect the security and privacy of such records.

(7) The disposal and destruction of records within records systems shall be in accord with rules promulgated by the General Services Administration.

(b) *Automated systems.* (1) Identifiable personal information may be processed, stored or maintained by automatic data systems only where facilities or conditions are adequate to prevent unauthorized access to such system in any form. Whenever such data whether contained in punch cards, magnetic tapes or discs are not under the personal control of an authorized person such information must be stored in a metal filing cabinet having a built-in three position combination lock, a metal filing cabinet equipped with a steel lock bar secured with a GSA approved combination padlock, or in adequate containers or in a secured room or in such other facility having greater safeguards than those provided for herein.

(2) Access to and use of identifiable personal data associated with automa-

ted data systems shall be limited to those persons whose official duties require such access. Proper control of personal data in any form associated with automated data systems shall be maintained at all times including maintenance of accountability records showing disposition of input and output documents.

(3) All persons whose official duties require access to processing and maintenance of identifiable personal data and automated systems shall be adequately trained in the security and privacy of personal data.

(4) The disposal and disposition of identifiable personal data and automated systems shall be carried on by shredding, burning or in the case of tapes or discs, degaussing, in accord with any regulations now or hereafter proposed by the GSA or other appropriate authority.

#### § 1224.1-11 Accounting for Disclosure of Records.

Each office maintaining a system of records shall account for all records within such system by keeping a written log in the form prescribed by the Director, A&F/AS, containing the following information:

(a) The date, nature and purpose of each disclosure of a record to any person or to another agency. Disclosures made to employee of the agency in the normal course of their official duties, or pursuant to the provisions of the Freedom of Information Act need not be accounted for.

(b) Such accounting shall contain the name and address of the person or agency to whom the disclosure was made.

(c) The accounting shall be maintained in accord with a system approved by the Director, A&F/AS, as sufficient for the purpose but in any event sufficient to permit the construction of a listing of all disclosures at appropriate periodic intervals.

(d) The accounting shall reference any justification or basis upon which any release was made including any written documentation required when records are released for statistical or law enforcement purposes under the provisions of subsection (b) of the Privacy Act of 1974 (5 USC 552a).

(e) For the purpose of this part, the system of accounting for disclosures is not a system of records under the definitions hereof and no accounting need be maintained for the disclosure of accounting of disclosures.

#### § 1224.1-12 Contents of Record Systems.

The agency shall maintain in any records contained in any records system hereunder only such information about an individual as is accurate, relevant, and necessary to accomplish the purpose for which the agency acquired the information as authorized by statute or Executive Order.

(a) In situations in which the information may result in adverse determinations about such individuals' rights, benefits and privileges under any Federal program, all information placed in

records systems shall, to the greatest extent practicable, be collected from the individual to whom the record pertains.

(b) Each form or other document which an individual is expected to complete in order to provide information for any records system shall have appended thereto, or in the body of the document:

(1) An indication of the authority authorizing the solicitation of the information and whether the provision of the information is mandatory or voluntary.

(2) The purpose or purposes for which the information is intended to be used.

(3) Routine uses which may be made of the information and published pursuant to § 1224.1-6 of this regulation, and

(4) The effect on the individual if any of not providing all or part of the required or requested information.

(c) Records maintained in any system of record used by the agency to make any determination about any individual shall be maintained with such accuracy, relevancy, timeliness and completeness as is reasonably necessary to assure fairness to the individual in the making of any determination about such individual, provided however, that the agency shall not be required to update or keep current retired records.

(d) Before disseminating any record about any individual to any person other than an agency, unless the dissemination is made pursuant to the provisions of the Freedom of Information Act (5 USC 552) the agency shall make reasonable efforts to assure that such records are, or were at the time they were collected, accurate, complete, timely and relevant for agency purposes.

(e) Under no circumstances shall the agency maintain any record about any individual with respect to or describing how such individual exercises rights guaranteed by the first amendment of the Constitution of the United States unless expressly authorized by statute or by the individual about whom the record is maintained, or unless pertinent to and within the scope of an authorized law enforcement activity.

(f) In the event any record is disclosed as a result of the order of a court of appropriate jurisdiction, the agency shall make reasonable efforts to notify the individual whose record was so disclosed after the process becomes a matter of public record.

#### § 1224.1-13 Access to records.

(a) Upon request of any individual about whom a record is maintained, access to his record or to any information contained therein shall be provided. Such individual may upon his request be accompanied by a person of his choosing to review the record and shall be provided an opportunity to have a copy made of all or any portion of any record maintained about such individual. Such copy shall be in a form comprehensible to the individual about whom the record pertains. A record may also be disclosed to an individual's representative upon a proper notarized written consent of the

individual about whom the record pertains provided however that before disclosure the following procedures shall apply:

(1) Medical or psychological records shall be disclosed to an individual unless in the judgment of the agency access to such record might have an adverse effect upon such individual. When such determination has been made, the agency may require that the information be disclosed only to a medical doctor chosen by the requesting individual.

(2) Test material and copies of certificates or other lists of eligibles or any other listing the disclosure of which would violate the privacy of any other individual or be otherwise prescribed by the provisions of the Privacy Act of 1974 shall be removed from the record.

#### § 1224.1-14 Specific Exemptions.

Records or portions of records specified below shall be exempt from disclosure provided however that no such exemption shall apply to the provisions of § 1224.1-16(d)(3) hereof (informing prior recipient of corrected or disputed records), § 1224.1-12(a) (collecting information directly from the individual to whom it pertains); § 1224.1-12(b) (informing individuals asked to supply information of the purposes for which it is collected and whether it is mandatory); § 1224.1-12(c) (maintaining records with accuracy, completeness, etc. as reasonably necessary for agency purposes); § 1224.1-12(f) (notifying the subjects of records disclosed under compulsory court process); and § 1224.1-16(g) (civil remedies). With the above exceptions the following material shall be exempt from disclosure to the extent indicated:

(a) Material considered classified and exempt from disclosure under the provisions of section 552(b)(1) of the Freedom of Information Act (5 USC 552).

(b) Investigatory material compiled for the purposes of law enforcement provided however that if such information is to be used for the basis for denial of any right, privilege or benefit to which such individual would be entitled by Federal law or otherwise, such material shall be provided to the such individual except to the extent necessary to protect the identity of a source who furnished information to the government under an express promise that his or her identity would be held in confidence, or prior to the effective date of the Privacy Act of 1974, under an implied promise of such confidentiality of the identity of such source.

(c) Required by statute to be maintained and used solely as statistical records.

(d) Investigatory material compiled solely for the purpose of determining suitability, eligibility or qualification for service as an employee or volunteer or for the obtaining of a Federal contract or for access to classified information; provided, however, that such material shall be disclosed to the extent possible without revealing the identity of a source who furnished information to the government under an express promise of

the confidentiality of his identity or, prior to the effective date of the Privacy Act of 1974, under an implied promise of such confidentiality of identity.

(e) Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(f) An individual shall not have a right of access to any information compiled by the agency in reasonable anticipation of a civil action or proceeding.

The above specific exemptions from disclosure are made for the purpose of protecting the confidentiality of classified information, sources who furnish information for law enforcement purposes or selection purposes for volunteer service or employment, and to protect the integrity of any system of tests or examinations for Federal service or advancement therein.

#### § 1224.1-15 Identification of Requestors.

The agency shall require reasonable identification of all individuals who request access to records to assure that records are disclosed to the proper person.

(a) In the event an individual requests disclosure in person, such individual shall be required to show an identification card such as a drivers license etc., containing a photo and a sample signature of such individual. Such individual may also be required to sign a statement under oath as to his or her identity acknowledging that he or she is aware of the penalties for improper disclosure under the provisions of the Privacy Act of 1974.

(b) In the event that disclosure is requested by mail, the agency may request such identifying data as may be necessary to reasonably assure that the individual making such request is a proper person to whom to disclose the information requested. In addition, such requests shall be notarized in substantially the following form:

Before me the undersigned authority personally appeared \_\_\_\_\_ to me well known to be the person described in and who made the above and foregoing request for information and he acknowledged before me that such request is properly made for the use and purposes therein expressed and that he/she is aware of the criminal penalties contained in the Privacy Act of 1974 (5 USC 552a) for improperly attempting to obtain records thereunder.

#### Notary Public.

(c) In the event an individual is unable to provide suitable documentation or identification, the agency may require a signed notarized statement asserting the identity of the individual and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to \$5,000.

(d) In the event a requestor wishes to be accompanied by another person while reviewing his or her records, the agency may require a written statement author-

izing discussion of his or her records in the presence of the accompanying representative or other persons.

#### § 1224.1-16 Amendment of Records and Appeals with Respect Thereto.

A request for inspection of any record shall be made to the Director, A&F/Administrative Services, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Such request may be made by mail or in person provided however that requests made in person may be required to be made upon a form to be provided by the Director of Administrative Services. The Director of Administrative Services shall keep a current list of systems of records maintained by the agency and published in accordance with the provisions of these regulations. Requests as to record systems maintained in Regional Offices may be addressed to the appropriate Regional Office, Attention the Regional Records Officer, in person or by mail. A requesting individual may request that the agency compile all records pertaining to such individual at any named Regional Office or at the Central Office in Washington, D.C., for such individual's inspection-and/or copying. In the event an individual makes such request for a compilation of all records pertaining to him in various locations, appropriate time for such compilation shall be provided as may be necessary to promptly comply with such requests.

Any such requests should contain, at a minimum, identifying information needed to locate any given record and a brief description of the item or items of information required in the event the individual wishes to see less than all records maintained about him.

(a) In the event an individual after examination of his record desires to request an amendment of such record, he may do so upon any form provided by the Director of Administrative Services. The agency through the Director of Administrative Services shall provide a written acknowledgement of receipt of such request within 10 working days from the receipt thereof from the individual who requested the amendment. Such acknowledgement may, if necessary, request any additional information needed to make a determination with respect to such request. If the agency makes a determination to comply with such request within such 10-day period, no written acknowledgement is necessary provided however that a certification of such change shall be provided to such individual within such period.

(b) Promptly after acknowledgement of the receipt of a request for an amendment the agency shall take one of the following actions:

(1) Make any corrections of any portion of the record which the individual believes is not accurate, relevant, timely or complete.

(2) Inform the individual of its refusal to amend the record in accord with the request together with the reason for such refusal and the procedures established for requesting review of such refusal by the head of the agency or his designee. Such notice shall include the

name and business address of such official.

(3) Refer the request to the agency that has control of and maintains the record in those instances where the record requested remains the property of the controlling agency and not of ACTION.

(c) In reviewing a request to amend the record the agency shall assess the accuracy, relevance, timeliness and completeness of the record with due and appropriate regard for fairness to the individual about whom the record is maintained. In making such determination, the agency shall consult criteria for determining record quality published in pertinent chapters of the Federal Personnel Manual and to the extent possible shall accord therewith.

(d) In the event the agency agrees with the individuals' request to amend such record, it shall:

- (1) Advise the individual in writing.
- (2) Correct the record accordingly, and

(3) Advise all previous recipients of a record which was corrected of the correction and its substance.

(e) In the event the agency after an initial review of the request to amend a record disagrees with all or a portion of it, the agency shall:

- (1) Advise the individual of its refusal and the reasons therefore.
- (2) Inform the individual that he or she may request further review in accord with the provisions of these regulations, and

(3) The name and address to whom the request should be directed.

(f) In the event an individual requestor disagrees with the initial agency determination, he or she may appeal such determination to the Deputy Director of the Agency or his designee. Such request for review must be made within 30 days after receipt by the requestor of the initial refusal to amend.

(g) If after review the Deputy Director or his designee refuses to amend the record as requested he shall advise the individual requester of such refusal and the reasons for same; of his or her right to file a concise statement of the reasons for disagreeing with the decision of the agency in the record; of the procedures for filing a statement of disagreement and of the fact that such statement so filed will be made available to anyone to whom the record is subsequently disclosed together with a brief

statement of the agency summarizing its reasons for refusal, if the agency decides to place such brief statement in the record. The agency shall have the authority to limit the length of any statement to be filed, such limit to depend upon the record involved. The agency shall also inform such individual that prior recipients of the disputed record will be provided a copy of both statements of dispute to the extent that the accounting of disclosures has been maintained and of the individual's right to seek judicial review of the agency's refusal to amend the record.

(h) If after review the official determines that the record should be amended in accordance with the individual's request the agency shall proceed as provided above in the event a request is granted upon initial demand.

(i) Final agency determination of an individual's request for a review shall be concluded within 30 working days from the initial request excluding the period of time between receipt by such individual of the initial denial and his or her filing of a request for review provided however that the Deputy Director or his designee may determine that fair and equitable review cannot be made within that time. If such circumstance occurs, the individual shall be notified of the additional time required in writing and of the approximate date on which determination of the review is expected to be completed.

#### § 1224.1-17 Fees.

No fees shall be charged for search time or for any other time expended by the agency to produce a record. Copies of records may be charged for at the rate of 10 cents per page provided that one copy of any record shall be provided free of charge.

This notice is issued in Washington, D.C. on August 20, 1975.

MICHAEL P. BALZANO, Jr.  
*Director, ACTION.*

[FR Doc.75-22493 Filed 8-26-75; 8:45 am]

## NOTICES

**ACTION**  
**SMALL BUSINESS ADMINISTRATION**  
**PRIVACY ACT OF 1974**  
**Notice of Systems of Records**

*Correction*

The following notices, issued by ACTION and the Small Business Administration, appeared in the **FEDERAL REGISTER** issue of August 27, 1975 (40 FR 39805 and 39105, respectively). Some of the pages were inadvertently printed out of order, so that some Small Business Administration text appeared in the ACTION document, and some ACTION text appeared in the Small Business Administration document. Therefore, both documents are being reprinted in their entirety for the convenience of the reader as set forth below.

## ACTION

## PRIVACY ACT OF 1974

## Notice of Systems of Records

Notice is hereby given that in accord with 5 U.S.C. 55a(e)(4) and (11), Sec. 3 of the Privacy Act of 1974 (Pub. L. 93-579, hereinafter referred to as the "Act") ACTION proposes to adopt notice of systems of records as set forth below.

Any person interested in this notice may submit written views, comments or other data to ACTION/GC, Room 607, 806 Connecticut Avenue, N.W., Washington, D.C. 20525, on or before September 26, 1975. All written comments received from the public through said date will be considered before publication of a final notice. Comments received will be available for public inspection at the above address between the hours of 9 a.m. and 5 p.m., Monday through Friday (except holidays).

This notice does not include specific identification of certain systems of records in the custody of the Agency due to the fact that other Federal agencies have assumed responsibility for publishing government-wide notices with respect thereto. Primarily this includes publication of systems records pertaining to Federal employee personnel records by the United States Civil Service Commission.

Special note should be taken of the Preliminary Statement to the systems of records containing an indication of general routine uses, general exemptions from disclosure, general regulations as to notification, access and contest, and other material applicable to ACTION record systems generally. The Agency desired to avoid unnecessary repetition and duplication in the publication of each system of records which might make it difficult for the public to review and locate a system in which a record might be available. The publication of general routine uses and exemptions does not serve as an indication that each system will be normally used or usable for such purposes or subject to such exemptions, but that the use of any system for such routine use shall be permitted upon request of a designated routine user. Included in the preliminary statement of routine uses are certain indications of special exemptions with respect to volunteer personnel files and medical/psychiatric records as to which special procedures are required to comply with the Agency's special responsibility to volunteers and to personnel as to whom it maintains medical/psychiatric information.

This notice is issued in Washington, D.C. on August 20, 1975.

MICHAEL P. BALZANO, Jr.  
Director, ACTION.

The Agency proposes to adopt the following notice of systems of records:

## NOTICE OF SYSTEMS OF RECORDS

## PRELIMINARY STATEMENT

**OPERATING UNITS**—Identification of the operating units within the Agency to which a particular system of records pertains appears as "ACTION" followed by a designated abbreviation. The abbreviations and their meanings are as follows:

OD—Office of the Director  
DO—Office of Domestic and Anti-Poverty Operations  
IO—Office of International Operations  
OPP—Office of Policy and Planning  
CA—Office of Congressional Affairs  
GC—Office of General Counsel  
EO—Office of Equal Opportunity  
AF—Office of Administration and Finance  
ORC—Office of Recruitment and Communications

**OFFICIAL PERSONNEL FILES**—Official personnel files of Federal employees in the General Schedule in the custody of the Agency are considered the property of the Civil Service Commission. Access to such files shall be in accordance with such notices published by the Commission. Access to such files in the custody of the Agency will be granted to individuals to whom such files pertain upon request to the Director, Office of Personnel Management, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Files of employees in the Foreign Service Reserve which are not specifically covered by the Civil Service Commission publication are inter-filed with all other personnel files and treated in the same manner. The Commission publication of notice for official personnel files is therefore adopted by reference for Foreign Service personnel files in the custody of the Agency provided however that access, contests and appeals as to any record shall be heard as provided in accord with ACTION Regulations under the Privacy Act.

Various offices in the Agency maintain files which contain miscellaneous copies of personnel material effecting ACTION employees. This would include copies of standard personnel forms, evaluation, etc. These files are kept only for immediate office reference use and are considered by the Agency to be part of the personnel file system. The Agency's internal regulations provide that such information is a part of the general personnel files and can only be disclosed through the Director of the Office of Personnel Management in order that he may insure that any material to be disclosed is relevant, material, current, and fair to the individual employee. It is also the policy of the Agency to limit the use of such files and to encourage the destruction of as many as possible.

**STATEMENT OF GENERAL ROUTINE USES**—The following routine uses are incorporated by this reference into

each system of records set forth herein, unless such incorporation is specifically limited in the system description.

1. In the event that a record in a system of records maintained by the Agency indicates any violation or potential violation of the law whether civil, criminal, or regulatory in nature, and whether arising by statute, or by regulation, rule or order issued pursuant thereto, the relevant record in this system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign charged with the responsibility of investigating or prosecuting such violation, or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto; such referral shall also include and be deemed to authorize, (1) any and all appropriate and necessary uses of such records in a court of law or before an administrative board or hearing, and (2) such other interagency referrals as may be necessary to carry out the receiving agencies assigned law enforcement duties.

2. In the event the Agency receives a request from a Federal, state or local instrumentality under the jurisdiction of the United States for a record to be used for a civil or criminal law enforcement activity, authorized by law, such record shall be disclosed to such agency or instrumentality provided ACTION receives a written request from the head of such agency or instrumentality specifying the particular portion of the record desired and the law enforcement activity for which the record is sought.

3. A record may be disclosed as a routine use to designated officers and employees of other agencies and departments of the Federal government having an interest in the individual for employment purposes including the hiring or retention of any employee, the issuance of a security clearance, the letting of a contract, or the issuance of license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter involved, provided however, that other than information furnished for the issuance of authorized security clearances, information divulged hereunder as to full-time volunteers under Title I of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951) or the Peace Corps Act (22 U.S.C. 2501) shall be limited to the provision of dates of service and a standard description of service as heretofore provided by the Agency.

4. A record may be disclosed as a routine use in the course of presenting evidence to a court, magistrate or administrative tribunal of appropriate jurisdiction and such disclosure shall include disclosures to opposing counsel in the course of settlement negotiations.

5. A record may be disclosed as a routine use to a member of Congress submitting a request involving an individual who is a constituent of such member

## ACTION

who has requested assistance from the member with respect to the subject matter of the record.

6. Information from certain systems of records especially those relating to applicants for Federal employment or volunteer service may be disclosed as a routine use to designated officers and employees of other agencies of the Federal government for the purpose of obtaining information as to suitability, qualifications and loyalty to the United States government.

7. Information from records systems may be disclosed to any source from which information is requested in the course of an investigation to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

8. Information in any system may be used as a data source, for management information, for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies. Information may also be disclosed to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or the Privacy Act or to locate specific individuals for personnel research or other personnel management functions.

**EXEMPTION OF DISCLOSURE—NATIONAL DEFENSE AND FOREIGN POLICY MATTERS**—Certain systems of records covered by the Act and maintained by the Agency may from time to time contain materials subject to specific exemptions authorized by 5 U.S.C. 552a(k)(1) relating to national defense and foreign policy materials. Such materials, as an example, might consist of classified cables or other documents properly classified under Executive Order. The Agency maintains the right to exempt such materials from disclosure wherever they might appear in such systems of records, but only to the extent necessary to protect such material as required by Executive Order and various statutes in the interest of national defense and foreign policy.

**PARTIAL EXEMPTION OF MEDICAL/PSYCHIATRIC INFORMATION**—Certain systems of records maintained by the Agency contain medical/psychiatric information, the disclosure of which might harm an individual if disclosed directly to him. As to such records, if in the sole judgment of appropriate officials of the Agency such disclosure could have an adverse effect upon an individual under the provisions of 5 U.S.C. 55a(f)(3), disclosure may be limited to a physician chosen by the requesting individual or his authorized representative.

**LOCATION OF REGIONAL OFFICES**—The Agency maintains ten Regional Offices in which certain systems, or parts of systems are maintained. The

Agency also maintains State offices under the jurisdiction of the Regional Offices. The Regional Offices, their addresses, and the States within their respective jurisdictions are listed below. In the event of any doubt as to whether a record is maintained in a Regional Office, a query may be directed to the Director, Administrative Services, ACTION, Washington, D.C. 20525, who shall furnish all assistance necessary to locate a specific record.

**ACTION Region I**, John W. McCormack Federal Bldg., Room 1420, Boston, Massachusetts 02109 (Massachusetts, Maine, New Hampshire, Vermont, Rhode Island, and Connecticut).

**ACTION Region II**, 26 Federal Plaza, 16th Floor, Suite 1611, New York, New York 10007 (New York, New Jersey, Puerto Rico and Virgin Islands).

**ACTION Region III**, 320 Walnut Street, Suite 600, Philadelphia, Pennsylvania 19106 (Pennsylvania, Maryland, District of Columbia, Delaware and Virginia).

**ACTION Region IV**, 730 Peachtree Street, N.E., Room 895, Atlanta, Georgia 30308 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee).

**ACTION Region V**, 1 North Wacker Drive, 3rd Floor, Rm. 322, Chicago, Illinois 60606 (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin).

**ACTION Region VI**, Corrigan Tower Building, Suite 1600, 212 No. St. Paul Street, Dallas, Texas 75201 (Arkansas, Louisiana, New Mexico, Oklahoma and Texas).

**ACTION Region VII**, II Gateway Center, Suite 330, 4th and State, Kansas City, Kansas 66101 (Iowa, Kansas, Missouri and Nebraska).

**ACTION Region VIII**, 514 Prudential Plaza, 1050 17th Street, Denver, Colorado 80401 (Colorado, Wyoming, Montana, North Dakota, South Dakota and Utah).

**ACTION Region IX**, 100 McAllister Street, Room 2400, San Francisco, California 94102 (Arizona, California, Hawaii and Nevada).

**ACTION Region X**, 1601 Second Avenue, Seattle, Washington 98101 (Alaska, Idaho, Oregon and Washington).

**NOTIFICATION**—Individuals may inquire as to whether any system contains information pertaining to them by addressing the System Manager in writing. Such request should include the name and address of the individual, his or her social security number, and any relevant data concerning the information sought. Where possible, the place of assignment or employment, etc. In case of any doubt as to which system contains a record, interested individuals may contact the Director, Administrative Services, ACTION, Washington, D.C., 20525, who has overall supervision of records systems and who will provide assistance in locating and/or identifying appropriate systems.

**ACCESS AND CONTEST**—In response to a written request by an individual, the appropriate System Manager shall arrange for access to the requested record or advise the requester if no such record exists. If an individual wishes to contest the content of any record, he or she may do so by addressing a written request to the Director, Administrative Services,

ACTION, 806 Connecticut Avenue, N.W., Washington, DC 20525. The Director shall provide all necessary information regarding such contest and appeal.

## ACTION

ALPHABETICAL LISTING OF SYSTEMS OF RECORDS  
FORWARDED TO THE FEDERAL REGISTER ON AUGUST 20, 1975

Accounts Receivable (Collection of Debts  
Record & Claims Record)  
**ACTION Travel File**  
Classified Document Security Violation File  
Combined Domestic Operations & International Volunteer Applicant System  
Conflict of Interest Records  
Congressional Files System  
Data Entry Statistics of Keypunch Operators  
Discrimination Complaint File  
Domestic Full-Time Volunteer Census Master File  
Domestic & International Volunteer Security File  
Domestic Program Applicant Medical Record  
Domestic Volunteer Appeal File  
Domestic Volunteer Applicant Psychiatric Report System  
Domestic Volunteer Full-Time Legal File  
Domestic Volunteer Full-Time Personnel File  
Domestic Volunteer Medical File & Medical Claims  
Domestic Volunteer Payroll Records  
Domestic Volunteers Status Change System  
Employee Indebtedness Files  
Employee Payroll Records  
Employee Reemployment & Repromotion Priority Consideration  
Employee Travel File  
Employee Unofficial Personnel Files  
Former Peace Corps Volunteer Medical Records  
Grievance Appeal & Arbitration  
Legal Files—Staff & Applicants  
Legal Files—Volunteers and Applicants  
Management Union Record System  
Occupational Injury & Illness Reports  
Overseas Health Records  
Overseas Staff Personnel Records  
Peace Corps Applicant File (1963–June 1974)  
Peace Corps Applicant Records  
Peace Corps Applicant & Trainee Medical History  
Peace Corps Medical Evacuations/Administrative  
Peace Corps Medical Evacuation Cards  
Peace Corps Property Records  
Peace Corps Trainee & Volunteer Personnel & Pay Record  
Peace Corps Volunteer Authorized Storage File  
Peace Corps Volunteer Death Files  
Peace Corps Volunteer Emergency Leave System  
Peace Corps Volunteers Extension/Transfer/  
Re-enrollment System  
Peace Corps Volunteer Financial Records  
Peace Corps Volunteer Personnel & Payroll System—Computer  
Peace Corps Volunteer Program Correspondence  
Peace Corps Volunteer Termination/Consultation System  
Performance Evaluation  
Personal Services Contract  
Staff Security Files  
Staff & Volunteer Household Storage File  
Talent Bank  
Theft of Employee Property  
Travel Authorization File  
United Nations Volunteer System  
Volunteer Applicant Record System  
Voucher Payment Record & Schedules of Payments File

**ACTION/CA—1****System name:** Congressional Files System—ACTION/CA**System location:** Office of Congressional Affairs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.**Categories of individuals covered by the system:** Members of Congress.**Categories of records in the system:** The records in this system consist of bio-data, voting records, ACTION programs in members districts or states, indications of program concerns of members of Congress affecting ACTION, and copies of incoming and outgoing correspondence between personnel of ACTION and members of Congress.**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq. and Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Records in this system are not subject to routine use outside the Agency.**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:****Storage:** Records in this system are maintained in file folders in metal filing cabinets in a room locked at the close of the business day in a building having a 24-hour security guard.**Retrievability:** Records in this system concerning members of committees concerned with ACTION legislation are filed by Congressional committee and within each committee alphabetically; Congressional correspondence is filed alphabetically by last name of the member.**Safeguards:** Records in this system are generally available only to personnel of ACTION having a need for such information in the performance of their official duties as such.**Retention and disposal:** Records in this system are maintained permanently.**System manager(s) and address:** Assistant Director for Congressional Affairs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.**Record source categories:** Information in system of record is obtained from the following category of sources: 1. The Congressional Directory, Congressional Records, Congressional Quarterly, Periodicals and standard reference materials. 2. Members of Congress and their staffs. 3. ACTION employees. 4. Newspaper and magazine publications.**ACTION/OEO—1****System name:** Discrimination Complaint File**System location:** Office of Equal Opportunity, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.**Categories of individuals covered by the system:** Any employee or applicant for employment who has filed a complaint of discrimination against ACTION.**Categories of records in the system:** Affidavits maintained concerning the following information: the complaint, correspondence related to the complaint and copies of personnel records and information how the complaint was resolved.**Authority for maintenance of the system:** Executive Order 11478 and 5CFR 713, 222.**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission for hearings and/or administrative appeals on the complaint of discrimination; b. To the Department of Justice in connection with any suits brought against the agency for alleged discrimination. c. To the Equal Employment Opportunity Commission for advice and counsel within its jurisdiction.**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:****Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.**Retrievability:** Files are indexed alphabetically.**Safeguards:** Records in the system are available only to appropriate personnel in the Office of Equal Opportunity and other designated officials of ACTION with a need of such records in the performance of their duties.**Retention and disposal:** Records are retained for two years after the close of the case, then retired to the Federal Records Center and transferred to the National Archives ten years after the case is ended.**System manager(s) and address:** Director, Equal Employment Opportunity, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.**Record source categories:** Date in this system is obtained from the following categories of sources: 1. Employees of ACTION involved as complainants, witnesses, etc. in discrimination complaints. 2. Reports of investigations and other materials prepared by Equal Employment Opportunity Officers, counsellors and investigators. 3. Copies of Agency documents relevant to any EO investigation. 4. Records of hearings on complaints.**ACTION/AF—1****System name:** Former Peace Corps Volunteer Medical Records—ACTION/IO**System location:** Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.**Categories of individuals covered by the system:** Former Peace Corps Volunteers**Categories of records in the system:** Records maintained contain all medical histories of former Volunteers.**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq.**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed as follows: To the Office of Workers Compensation of the Department of Labor in connection with claims filed under the Federal Employees Compensation Act.**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:****Storage:** Files are maintained in folders in metal file cabinets in a room locked during off-duty hours, and in a building with 24 hour security guard.**Retrievability:** Files are retrieved alphabetically by last name.**Safeguards:** Records in the system are available only to appropriate personnel in the Office of Health Services and other appropriate officials of ACTION having a need of such records in the performance of their official duties.**Retention and disposal:** Records are retained for two years after the volunteer terminates and are then retired to the Federal Records Center. The Federal Records Center retains the record for fifty years and then destroys them. In addition, normal x-rays are retained for five years and then destroyed. Abnormal x-rays are retained 25 years and then destroyed. All records are destroyed by burning and shredding.**System manager(s) and address:** Chief, Health Benefits and Analysis Division Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.**Record source categories:** Information is obtained from the following categories of sources: 1. Physicians, dentists, and other medical personnel who have treated or examined the individual or his records. 2. Peace Corps medical personnel. 3. Individuals who are the subjects of the records.**ACTION/AF—2****System name:** Travel Authorization File—ACTION/AF**System location:** Fiscal Services Division/Administration and Finance ACTION 806 Connecticut Ave., N.W., Washington, D.C. 20525.**Categories of individuals covered by the system:** Any ACTION employee, volunteer or person invited to travel for ACTION.**Categories of records in the system:** Files consist of copies of obligated travel authorizations, travel vouchers, receipts, records of payments, and other materials related to official travel.**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2051 et seq.; The Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and the Federal Claim Collection Act of 1966.**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury which receives a copy of the travel

voucher forwarded with the Voucher and Schedule of Payment (SF-116) for forwarding to the payee.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in file folders in filing cabinets with bar locks, key locks or manipulation proof combination locks when not in immediate use.

**Retrievability:** Files are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate personnel, Fiscal Services Division, and other appropriate officials of ACTION with the need for such records in the performance of their duties.

**Retention and disposal:** Records are held for three years and retired to the Federal Records Center in accordance with General Accounting Office instructions.

**System manager(s) and address:** Chief, Fiscal Services Division, Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Data in this system is obtained from forms submitted by individuals engaging in official travel, and other ACTION employees.

#### ACTION/AF-3

**System name:** ACTION Employees Occupational Injury and Illness Reports—ACTION/AF

**System location:** Maintained at Headquarters, ACTION and all ACTION Domestic Regional Offices

**Categories of individuals covered by the system:** ACTION employees who have had job-related injuries or illnesses.

**Categories of records in the system:** Reports of occupational injuries and illnesses and medical reports with respect thereto.

**Authority for maintenance of the system:** The Occupational Safety and Health Act of 1970 Executive Order 11807 Federal Employees Compensation Act Regulations of the U.S. Department of Labor

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Occupational injury and illness reports are maintained in order to provide data, including statistical data required by the following agencies: Office of Federal Agency Programs, Occupational Safety and Health Administration, Department of Labor; Office of Workers Compensation Programs, the Department of Labor.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to ACTION employees having a need for such records in the performance of their official duties.

**Retention and disposal:** Files in this system are retained for a period of five years following the calendar year to which they are related and then destroyed by burning or shredding in accordance with standard procedures.

**System manager(s) and address:** Director, Office of Health Services, ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525

**Record source categories:** Information contained in the system is obtained from the following categories of sources: Employees who have suffered a work-related illness or injury ACTION Supervisory personnel Medical personnel treating or examining the employee Witnesses to an accident or occurrence giving rise to a claim.

#### ACTION-AF-4

**System name:** Data Entry Statistics of Keypunch Operators—ACTION-AF

**System location:** Office of Accounting and Computer Services Paramount Building Washington, D.C. 20525

**Categories of individuals covered by the system:** Employees of ACTION who are Data Entry Operators

**Categories of records in the system:** Job performance data containing such information as key stroke and error rate.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973 42 U.S.C. 4951 et. seq.; and the Peace Corps Act 22 U.S.C. 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Generally speaking the information in this file will not be routinely available outside the agency since most routine uses will have to do with the personal performance within ACTION. This is a computerized file.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** The Records herein are stored on magnetic tape which is kept in a locked room when not in use.

**Retrievability:** Records are retrieved by five digit operator number.

**Safeguards:** The material on these tapes is generally available only to Programmers and Systems Analysts in the Office of Accounting and Computer Services. It is coded as to be unavailable to anyone else.

**Retention and disposal:** Records are maintained indefinitely to provide annual workload statistics. Record copy kept in operations division for annual workload figures.

**System manager(s) and address:** Deputy Director for Data Processing, ACTION, Paramount Building, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** An automatic counter on each machine.

#### ACTION-AF-5

**System name:** Peace Corps Applicant and Trainee Medical History—ACTION-AF

**System location:** Office of Health Services; ACTION; 1735 Eye Street, N.W., Washington, D.C. 20525

**Categories of individuals covered by the system:** Applicants for Peace Corps and Peace Corps trainees.

**Categories of records in the system:** Records maintained in this system consist of medical histories.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: 1. Information in this system may be provided to medical personnel engaged in treatment of the individual to whom the record pertains upon request in situations where it is not feasible to obtain the consent of such individual. 2. Information will be given to a physician of the applicant's choice upon written request of the individual to whom the record pertains.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks.

**Retrievability:** Records are maintained in alphabetical order.

**Safeguards:** Records in this system are available only to authorized personnel of the Office of Health Services with a need for such records in the performance of their duties.

**Retention and disposal:** Records of applicants who do not become trainees are retained for one year and destroyed. Records of trainees who do not become volunteers are retained for two years and then destroyed. Records of Peace Corps volunteers accompany the volunteers overseas and upon termination of service the record is retired to the Federal Records Center and destroyed after 50 years in accord with its schedule by burning and shredding.

**System manager(s) and address:** Director, Medical Screening and Services Division Office of Health Services, 1735 Eye Street, N.W. Washington, D.C. 20525.

**Record source categories:** Information contained in this system is obtained from the following sources: 1. The individual applicant or trainee 2. Physicians and other medical personnel who have examined or treated the individual. 3. Personnel in the Office of Health Services.

#### ACTION-AF-6

**System name:** Domestic Volunteer Applicant Psychiatric Report System—ACTION-AF

**System location:** Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who has applied as a volunteer in an ACTION domestic program who reports, or is reported by a physician or counselor, to have a history of psychiatric treatment.

**Categories of records in the system:** The records maintained in this system consist of histories of psychiatric or psychological treatment.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: (a) Psychiatrists or clinical psychologists when necessary for treatment of the individual to whom the record pertains. To the extent practicable such disclosures will not be made without the approval of such individual. (b) The existence of these records but not their contents may be disclosed to designated officers and employees of other agencies and departments of the Federal Government and the District of Columbia Government having an interest in an individual for employment purposes including a security clearance or access determination.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are maintained in file folders in metal filing cabinets with manipulation proof combination locks.

**Retrievability:** These records are maintained in alphabetical order.

**Safeguards:** Records are available only to personnel of the Office of Health Services having a need for such records in the performance of their duties.

**Retention and disposal:** Records of applicants who do not become volunteers are destroyed at the end of two years by shredding or burning. Records of applicants who do become volunteers become part of the volunteer's medical folder and are retained in the Federal Records Center and destroyed in accordance with this regulation.

**System manager(s) and address:** Director, Medical Screening and Services Division Office of Health Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Record source categories:** Information in this system is obtained from the following sources: Category of Sources: 1. Individuals who are subject to the records. 2. Physicians, psychiatrists and psychiatric medical personnel.

#### ACTION/AF—7

**System name:** Classified Document Security Violation File—ACTION/AF

**System location:** Facilities and Property Management Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any ACTION employee responsible for using or taking care of classified documents.

**Categories of records in the system:** Records maintained contain information about security violations and the handling of classified documents in the National defense of the United States, copies of notices sent to employees, and action taken with respect to such violations.

**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Information in this system may be used and disclosed for routine uses noted in paragraphs 1 and 2 of the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in a safe.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in this system are available only to ACTION employees having a need for such records in the performance of their duties.

**Retention and disposal:** Records are kept for three years and then destroyed by shredding.

**System manager(s) and address:** Chief, Facilities and Property Management Division Administrative Services Division/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information obtained from individuals allegedly committing a security violation and security building guards.

#### ACTION/AF—8

**System name:** Grievance, Appeal and Arbitration—ACTION/AF

**System location:** Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any individual involved in a grievance or grievance appeal or who has filed a complaint with the Department of Labor, Federal Labor Relations Council, Federal Mediation and Conciliation Service, or similar organization.

**Categories of records in the system:** This system contains copies of petitions, complaints, charges, responses, rebuttals, evidentiary material, briefs, affidavits, statements, records of hearings and decisions or findings of fact with respect thereto and incidental correspondence regarding complaints and appeals with respect to grievances and arbitration matters.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and provisions of the Federal Personnel Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: 1. To the Civil Service Commission on request in conjunction with any appeal or in conjunction with its official duties with regard to personnel matters and investigation regarding complaints of Federal employees and applicants. 2. To designated officers and employees of other Federal agencies conducting investigations of an individual for the purpose of granting a security clearance or access determination, and having a need to evaluate qualifications, suitability, and loyalty to the United States Government in connection with employment. 3. In the event of any indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred, as a routine use, to the appropriate Federal agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. Such referral shall also include and be deemed to authorize, (1) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (2) such other inter-agency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties, provided, however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought. 4. To designated hearing examiners, arbitrators and third-party appellate authorities involved in the hearing or appeal processes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are maintained in folders in metal file cabinets with three way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in the system are available only to ACTION officials having need for such records in the performance of their official duties.

**Retention and disposal:** Records are retained indefinitely in the files of the Labor and Employee Relations Division

**System manager(s) and address:** Chief, Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system is obtained from the following categories of sources: 1. ACTION employees. 2. Witnesses to any occurrence giving rise to a grievance, appeal or other action. 3. Hearing records and affidavits and other documents used or usable in connection with such hearings.

#### ACTION/AF—9

**System name:** Domestic Volunteer Appeal File—ACTION/AF

**System location:** Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Persons serving as volunteers in ACTION domestic full-time programs appealing any action terminating such volunteer, or any action of the Agency affecting such individual selected for volunteer service and any other appealable matters affecting domestic volunteers and applicants.

**Categories of records in the system:** The records contain applications or petitions relating to volunteers' appeals, including replies, rebuttals, hearing records, documentary evidence, determinations and records of resulting actions.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records may be used and disclosed as follows: 1. In the event of any indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute or regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred, as a routine use, to the appropriate Federal agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. Such referral shall also include and be deemed to authorize, (1) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (2) such other inter-agency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties, provided however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in the system are generally available only to employees of the Agency having the need for such records in the performance of their duties.

**Retention and disposal:** Records in this system are maintained for 3 years and then retired to the Federal Records Center for disposition in accordance with regulations.

**System manager(s) and address:** Chief, Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Record source categories:** Information in this system is obtained from the following sources: 1. Volunteers and trainees. 2. ACTION officials. 3. Officials of sponsoring organizations. 4. Individuals with personal knowledge of the occurrence which are the subject of any appeal.

#### ACTION/AF-10

**System name:** Employees Indebtedness Files—ACTION/AF

**System location:** Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Present and former ACTION employees on whom correspondence has been received to the effect that they have failed to honor a debt.

**Categories of records in the system:** The system contains records which are primarily correspondence regarding alleged indebtedness of ACTION employees, including employees' responses, the Agency's response to the employee and/or creditor and administrative correspondence and records relating to Agency assistance to the employee in resolving the indebtedness, if appropriate.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the provisions of the Federal Personnel Manual and the Foreign Affairs Manual relating to employee indebtedness.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To

designated officers and employees of other agencies and departments of the Federal Government, having an interest in an individual for employment purposes, including a security clearance or access determination, and a need to evaluate qualifications, suitability, and loyalty to the United States Government. b. In the event of any indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred, as a routine use, to the appropriate Federal Agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. Such referral shall also include and be deemed to authorize, (1) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (2) such other inter-agency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties, provided however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records in the system are maintained in file folders in metal file cabinets with three way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** These records are generally available only to personnel of Labor and Employee Relations Division and other ACTION officials having a need for such records in the performance of their official duties.

**Retention and disposal:** The system is purged on a bi-annual basis. Any records as to which the problem has been resolved are destroyed at such time.

**System manager(s) and address:** Chief, Labor and Employee Relations Division, Office of Personnel Management/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information in this system is obtained from the following category of sources: 1. Alleged creditors of employees. 2. Employees. 3. ACTION officials.

#### ACTION/AF-11

**System name:** ACTION Travel Files—ACTION/AF

**System location:** Chief, Travel and Transportation Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any ACTION employee, volunteer, consultant, contractor or other individual who travels on agency business.

**Categories of records in the system:** Records maintained contains travel authorization itinerary, Government Bills of lading, packing letter and passport numbers which are included for overseas travel, and other travel related material.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. Section 4951 et seq.; the Peace Corps Act, 22 U.S.C. Section 2501 et seq.; The Budget and Accounting Act of 1921; the Accounting and Auditing Act of 1950; the Federal Claim Collection Act of 1966.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in key locked cabinets.

**Retrievability:** Records are arranged alphabetically by name in accord with categories, i.e., staff travel file, Peace Corps volunteer travel file, Domestic Volunteer travel file, and consultants, experts and invitational travel files.

**Safeguards:** Records are available only to appropriate personnel, Office of Travel and Transportation Division and other appropriate officials of ACTION with need for such records for the performance of their duties.

**Retention and disposal:** Records in the system are maintained in the Travel and Transportation Division two years after the employee leaves the agency and are then burned.

**ACTION**

**System manager(s) and address:** Chief, Travel and Transportation Division Office of Administrative Services ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information is obtained from the following categories of sources: Individual travellers ACTION employees

**ACTION/AF-12**

**System name:** Accounts Receivable (Collection of Debts Record and Claims Record)—ACTION/AF

**System location:** Fiscal Services Division/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person whether vendor or volunteer, or employee of ACTION as well as former volunteers and former employees allegedly overpaid by ACTION.

**Categories of records in the system:** This system contains the following categories of records: 1. Register of debts claimed. This record consists of names and addresses of individuals who are indebted to ACTION including the date of the debt, a claim number, the amount of the debt, and the date the debt is paid if that has occurred. 2. Claim Record Card. This record consists of the same information in shorter form as that contained in the Register. 3. File Folders. This record consists of the initial billing, follow up letters for collection of debt and related correspondence together with a copy of the check or checks paying the debt if that has occurred.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951; The Budget and Account Act of 1950. In addition to the above two Acts granting general powers of management to the Director of ACTION there are additional Federal statutes requiring and permitting the administrative settlement of claims by agencies.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Records in this system may be disclosed in the following circumstances: To the General Accounting Office (GAO) for cases of administrative error amounting to over 200 dollars of overpayment and situations in which the agency has been unable to collect such debt. Disclosure will also occur in which the agency requests a waiver for error caused by overpayment of salary in excess to 500 dollars.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** These records are available only to officials of ACTION having a need for such records in the performance of their official duties and for the routine uses listed above.

**Retention and disposal:** These records are maintained until the settlement of a claim and then retired to the Federal Record Center to be destroyed in accord with their schedule of destruction.

**System manager(s) and address:** Chief, Fiscal Services Division/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system was obtained from the following categories of sources: Domestic Regional Offices Peace Corps Country Posts Headquarters Payroll Office Employees of ACTION having knowledge of the facts.

**ACTION/AF-13**

**System name:** Peace Corps Trainee and Volunteer Personnel and Pay Record—ACTION/AF

**System location:** ACTION, Volunteer Services Section, Administration and Finance, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person accepted as a Peace Corps Trainee or Volunteer.

**Categories of records in the system:** Individual trainee and volunteer files contain the following information about the particular person: Permanent Address, Social Security Number, Birthdate, Marital Status, Description of Peace Corps Service, Location of Peace Corps Service, Change of Address, W-2 Forms, Base Salary, Oath, Educational Level, Next of Kin, Designation of Beneficiary, Termination Documents, Trainee Registration Form, Payroll Card containing payments, allotments, withdrawals and related records.

**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used for routine uses contained in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation-proof combination locks when not in immediate use.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in the system are available only to appropriate officials of ACTION with the need for access to such records for the performance of their duties.

**Retention and disposal:** Records in this system are maintained in the office for two years and are then retired to the Federal Records Center where they are retained for seventy five years. After this period, they are destroyed by burning or shredding.

**System manager(s) and address:** Chief, Volunteer Services Section/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information supplied by the volunteers and references suggested by him.

**ACTION/AF-14**

**System name:** Theft of Employee Property File—ACTION/AF

**System location:** Facilities and Property Management Division Office of Administrative Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** ACTION employees who have been robbed of personal or government property.

**Categories of records in the system:** Records maintained contain forms filled out on the theft of personal and Federal government property.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seq.; the Budget and Accounting Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Those contained in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in a safe with combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in this system are available only to designated ACTION employees having a need for such records in the performance of their duties.

**Retention and disposal:** Records of thefts are kept for three years and then destroyed by shredding.

**System manager(s) and address:** Chief, Facilities and Property Management Division Administrative Services Division/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Data in this system is obtained from the following categories of sources: 1. ACTION Employees 2. Police reports. 3. Witness statements.

**ACTION/AF-15**

**System name:** Staff Security Files

**System location:** Personnel Security Office/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Current and former applicants for employment in ACTION. Current and former Federal employees of ACTION. Individuals considered for access to classified information or restricted areas and/or security determinations as contractors, employees of contractors, experts, instructors, and consultants to Federal programs.

**Categories of records in the system:** These records contain investigative information regarding an individual's character, conduct, behavior in the community where he or she lives; arrests and convictions for any violations against the law; reports of interviews with former supervisors; co-workers, associates, educators, etc; reports about the qualifications of an individual for a specific position; reports of inquiries with law enforcement agencies, former employers, educational institutions attended; and other similar information developed from the above.

## ACTION

**Authority for maintenance of the system:** Executive Order 10450 Federal Personnel Manual, Chapter 731, et seq. In addition to the provisions cited above, there are various acts of Congress relating to personnel investigations authorizing the same by the Civil Service Commission which responsibility can, under Civil Service Regulations and law, be delegated in whole or in part to agencies.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as a part of the central CSC personnel investigation records system. b. To any source from which information is requested in the course of an investigation, but only to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation and to identify the type of information requested.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three way combination locks in a room which is locked when not in use.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** All officials or employees having access to such files are required to have an appropriate security clearance. Generally these files are available only to personnel of the security office or to agency office heads or other agency personnel having a need for such files in the performance of their duties.

**Retention and disposal:** Files are maintained in the personnel security office for three years after the termination, death or retirement of an employee, or for the same period of time after consideration of an applicant. Thereafter, said files are transferred to the Federal Records Center where they are maintained for twenty-seven years and then destroyed in accordance with regulations of the General Services Administration.

**System manager(s) and address:** Chief, Personnel Security Office, Office of Personnel Management, ACTION, Room 400, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system was obtained from the following categories of sources: a. Applications and other personnel and security forms furnished by the individual. b. Investigative material furnished by other Federal agencies. c. By personal investigation or written inquiry from such sources as employers, schools, references, etc. d. Neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, and other such sources as may be developed from the above.

## ACTION/AF-16

**System name:** Voucher Payment Record and Schedules of Payments File—ACTION/AF

**System location:** Fiscal Services Division, Administration and Finance, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any current or former ACTION employee, volunteer or vendor.

**Categories of records in the system:** The Voucher Payment Record is a single index card form containing the following data: Invoice number or date, amount paid, voucher and schedule number, grant, contract or purchase order number and type of payment (advance, partial or final). The Schedule of Payments File consists of the invoice received, document authorizing the action to be taken such as travel authorization or purchase order and the voucher making the payment as well as the SF-1166 (Voucher and Schedule of Payments) and SF-1081 (Voucher and Schedule of Withdrawals and Credits - used in government only) and to which the other documents are attached.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and the Federal Claims Collection Act of 1966.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The content of these records may be disclosed and used as follows: The Treasury Department receives the Schedule of Payment and a copy of voucher for payment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Voucher Payment Records are stored in an index card box placed in a metal file cabinet with bar locks, key locks or manipulation proof combination locks when not in immediate use. Schedule of Payment is stored in the same way.

**Retrievability:** Voucher Payment Record is indexed by last name alphabetically. Schedule of Payments is filed numerically by schedule number.

**Safeguards:** Records in the system are available only to appropriate personnel, Fiscal Services Division, and other appropriate officials of ACTION with the need for such records in the performance of their duties.

**Retention and disposal:** Records are held for three years and retired to the Federal Records Center in accordance with General Accounting Office instructions.

**System manager(s) and address:** Chief, Fiscal Services Division, Administration and Finance, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Data is obtained from documents provided by the individual or the vendor.

## ACTION/AF-17

**System name:** Employee Reemployment and Repromotion Priority Consideration File—ACTION/AF

**System location:** Office of Personnel Management, Office of Administration and Finance/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Current and previous ACTION employees eligible for priority consideration for reemployment and repromotion under U.S. Civil Service Commission and ACTION regulations.

**Categories of records in the system:** The records contain a listing of a person's name and the positions he was considered for and dates of consideration.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973; 42 U.S.C. 4951 et seq.; Ch 351, Federal Personnel Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The content of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as part of the CSC personnel management evaluation system. b. To the Civil Service Commission for information concerning the reemployment and repromotion rights of individuals covered under the Civil Service System.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in loose-leaf binders placed in metal file cabinets with three-way combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically by name.

**Safeguards:** Records in this system are available only to appropriate personnel, Office of Personnel Management and other appropriate officials of ACTION with a need for such records in the performance of their duties.

**Retention and disposal:** A person's name is retained on the list in accordance with reemployment eligibility: former career-conditional employees, one year; former career employees, two years. Retention for repromotion eligibility is indefinite or until repromoted to the grade previously held.

**System manager(s) and address:** Director, Recruitment, Staffing and Outplacement Branch, Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information is received from Labor and Employee Relations Division, Office of Personnel Management, ACTION.

## ACTION/AF-18

**System name:** Performance Evaluation File—ACTION/AF

**System location:** Office of Personnel, Recruitment, Staffing and Outplacement Branch/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** ACTION employees and former employees up to one year after their termination of employment with the Agency.

**Categories of records in the system:** This system consists of annual performance evaluations of employee performance prepared by supervisors and reviewed by supervisory reviewing officials, together with comments, if any, by the employees evaluated.

**Authority for maintenance of the system:** Chapters 250 and 430, Federal Personnel Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** a. To the Civil Service Commission in connection with any request for information or inquiry as to Federal Personnel Regulations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Only personnel of the Office of Personnel Management with a need for such records in the performance of their duties, the individual about whom such record is maintained, or supervisory employees of the agency with a need to know in the performance of their duties are granted access to these files.

**Retention and disposal:** All evaluations are held for one year and then are destroyed by shredding.

**System manager(s) and address:** Chief, Recruitment, Staffing and Outplacement Branch, Office of Personnel, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system was obtained from the following sources: Supervisors of ACTION employees. Reviewing officials who review evaluation reports submitted by supervisors. Employees who make comments with respect to their evaluations when given an opportunity to do so at the time the record is made.

#### ACTION/AF-19

**System name:** Management-Union Records System—ACTION/AF

**System location:** Labor and Employees Relations Division/ACTION Office of Personnel Management 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** ACTION employees including those who have authorized withholding of Union dues in writing.

**Categories of records in the system:** The records in this system consist of automated data printouts showing an employee's name, grade, series, title, organizational entity and other associated data which determines his inclusion or exclusion from the bargaining unit under the existing Union contract. The record also contains a printout showing the amount of dues withheld from each employee who has authorized such withholding, and other related data.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501, et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and various Executive Orders concerning management relations with employee organizations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The records in this system may be disclosed and used for the following uses: 1. The ACTION Employees Union for maintenance of its records with respect to dues and inclusion in the bargaining. 2. The Treasury Department for preparation of payroll checks with appropriate withholding of dues. 3. To the Civil Service Commission for union related reporting in the area of management/labor relations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records in this system are maintained in metal filing cabinets.

**Retrievability:** As to the dues withholding list, records are maintained alphabetically within salary blocks. As to the list of employees in or out of the bargaining unit, records are maintained alphabetically within each organizational unit.

**Safeguards:** Records in these systems are available generally only to employees of ACTION with the need for such records in the performance of their duties.

**Retention and disposal:** The listing of all positions considered as included in or excluded from the bargaining unit are retained as follows. A historical/record copy is retained in Labor Relations for purposes of Union representation identification until it is supplemented or replaced by corrected or updated editions as appropriate.

The dues withholding listed are retained until updated by new information.

**System manager(s) and address:** Chief, Labor and Employees Division, Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in this system is obtained from the following categories of sources: 1. Fiscal and payroll records maintained for each employee. 2. The Official Personnel File. 0

#### ACTION/AF-20

**System name:** Peace Corps Volunteer Authorized Storage File—ACTION/AF

**System location:** Chief, Travel and Transportation Division, Office of Administrative Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps volunteers authorized to store household effects and personal belongings.

**Categories of records in the system:** Records contain copy of the travel authorization for the volunteer and the household goods storage letter.

**Authority for maintenance of the system:** Section 5(n) of the Peace Corps Act, 22 U.S.C. Section 2504(n).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained on book shelves in loose leaf binders in a locked room.

**Retrievability:** Records are arranged alphabetically by name.

**Safeguards:** Records in this system are available only to appropriate personnel, Office of Travel and Transportation and other appropriate officials of ACTION with a need for such records for the performance of their duties.

**Retention and disposal:** Records in the system are maintained in the Office of Travel and Transportation for two years after the Peace Corps volunteers terminate and are then burned.

**System manager(s) and address:** Chief, Travel and Transportation Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Peace Corps Washington Staff ACTION Overseas Peace Corps Mission Requesting Volunteers

#### ACTION/AF-21

**System name:** Personal Service Contracts Records—ACTION/AF

**System location:** Chief, Contracts Division, Office of Contracts and Grants Management/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who has served or is serving as a personal services contractor for the Peace Corps abroad or in the United States.

**Categories of records in the system:** The records maintained contain the history of employment, including earning records, of individuals hired as personal services contractors.

**Authority for maintenance of the system:** Section 10(a)(4) of the Peace Corps Act, 22 U.S.C. 2509.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are arranged by contract number.

**Safeguards:** Records in the system are available only to appropriate personnel in the Office of Contracts and Grants Management and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records in the system are maintained in the Office of Contracts and Grants Management for one year after the closing date of the contract and then sent to the Federal Records Center where they are maintained for three years and then

destroyed in accordance with regulations governing such destruction of Federal Record Center records.

**System manager(s) and address:** Chief, Contracts Division, Office of Contracts and Grants Management, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system is obtained from the following categories of sources: Individual contractors Peace Corps Overseas Staff Peace Corps Washington Staff

#### ACTION/AF-22

**System name:** Talen Bank—ACTION/AF

**System location:** Office of Personnel; Recruitment, Staffing and Outplacement Branch/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Applicants for staff employment with ACTION in GS or Foreign Service positions.

**Categories of records in the system:** These files contain copies of applications for employment (SF-171), resumes submitted by applicants, and other background information regarding qualifications of the applicant for staff positions in ACTION.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission with regard to any question of eligibility, suitability or qualifications of an applicant for employment. b. To any source of which information is requested in the course of an inquiry as to the qualifications of an applicant, to the extent necessary to identify the individual, inform the source of the nature and purpose of the inquiry, and to identify the type of information requested.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** All records are placed in combination lock files when not in use and locked during non-business hours.

**Retention and disposal:** Records in these files are updated on a continuous basis.

**System manager(s) and address:** Chief, Recruitment, Staffing and Outplacement Branch, Office of Personnel/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system was obtained from the following categories of sources: Applications and other personnel forms furnished by the individual. By oral or written inquiries from sources disclosed by the applicant such as: Employers Schools References, etc.

#### ACTION/AF-23

**System name:** Staff and Volunteer Household Storage File—ACTION/AF

**System location:** Office of Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any employee or volunteer of ACTION whose furniture is authorized for storage.

**Categories of records in the system:** The records maintained contain the following information: Travel authorization. A xerox copy of the invoice for payment. Record of partial payment form.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; the Peace Corps Act, 22 U.S.C. 2501 et seq.; and the Budget and Accounting Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury in connection with payment of invoice received from vendor. b. To the vendor in the event there is a discrepancy between its and ACTION records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets in a room locked during off-duty hours.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in the system are available only to appropriate persons in Administration and Finance and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records are retained for two years after a volunteer's or employee's termination (including retirement) and retired to the Federal Records Center.

**System manager(s) and address:** Chief, Fiscal Services Division, Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Administration and Finance, Fiscal Services Division, Travel Orders, Vendors Invoices.

#### ACTION/AF-24

**System name:** Domestic Volunteer Payroll Records—ACTION/AF

**System location:** Domestic Volunteer Payroll Section/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Full-time volunteers serving in ACTION Domestic programs such as VISTA, VYAs, etc.

**Categories of records in the system:** The records in this system consist of the following: 1. Food and lodging allowance records. 2. Gross and net amounts paid. 3. Stipend amount accrued. 4. Deductions from check for authorization. 5. Overpayments to be collected per pay period. 6. Name of volunteer, sex, age, marital status. 7. Living allowance. 8. Amount of debt, if any, owed to the United States Government and correspondence explaining and relating to such indebtedness.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; Budget and Accounting Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Information from this system is placed on a computer and ultimately provided on a routine basis to the Social Security Administration for crediting of social security accounts, to the Internal Revenue Service to report on taxes paid, and to the Treasury for the purpose of obtaining payroll checks.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are maintained in rooms locked during off-duty hours.

**Retrievability:** Files are indexed alphabetically.

**Safeguards:** Files are generally available to personnel of the payroll section and other employees of ACTION having a need for such records in the performance of their official duties.

**Retention and disposal:** Records in this system are maintained for three years after the end of the fiscal year in which the volunteer terminates and then retired to the Federal Records Center to St. Louis, Missouri, to be disposed of in accord with GAO instructions.

**System manager(s) and address:** Chief, Domestic Volunteer Payroll Section, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** ACTION employees and the individual to whom the record pertains.

#### ACTION/AF-25

**System name:** Peace Corps Volunteer Personnel and Payroll System (Computer System)—ACTION/AF

**System location:** Accounting Division, Office of Accounting and Computer Services/ACTION, 1717 H St., N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who has served or is currently serving as a Peace Corps volunteer.

**Categories of records in the system:** Records maintained include volunteers' social security number, name and address, next of kin and address, birthdate; sex, marital status, education level, colleges, attended, degree and degree type, skills, jobs and source codes. Date entered on duty, date of oath, completion of service date (projected and actual), effective date of transaction, current and prior project information, current and last country served, and number of school age and non-school age children. Also included is financial data required to accrue and disburse monies in volunteer readjustment allowance account, payee name and address for allotments and withdrawals from readjustment allowance account.

beneficiary name and social security number for bonds purchased for Peace Corps volunteers.

**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury for the issuance of checks in connection with the payment of volunteer readjustment allowances. b. To the Internal Revenue Service in connection with the filing of W-2 withholding forms for income tax purposes. c. The Social Security Administration in connection with withholdings of social security tax as appropriate on allowances paid including readjustment allowance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained on magnetic discs and tapes which are stored in a locked room when not in immediate use, in a building with 24 hour security guard.

**Retrievability:** Records are indexed by social security number.

**Safeguards:** Records in the system are available only to appropriate personnel in the Volunteer Support Services Division, Office of Accounting and Computer Services, Administration and Finance, and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** These records are kept permanently.

**System manager(s) and address:** Chief, Volunteer Support Services Division, Office of Accounting and Computer Services, Administration and Finance, ACTION, 1717 H Street, N.W., Washington D.C. 20525.

**Record source categories:** Data is keypunched from forms completed by the volunteers such as Training Registration Form, Waiver of Coverage of Peace Corps Life Insurance, Designation of Beneficiary Peace Corps Life Insurance, Notice of Volunteer-Trainee Action (Status), Application for allotment or withdrawal, Request for payment of Dental Bills, List of Payments Advanced in Country and Application for U.S. Savings Bonds.

#### ACTION/AF—26

**System name:** Domestic and International Volunteer Security Files

**System location:** Personnel Security Office/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps volunteers and volunteer applicants. Volunteers serving in full-time domestic volunteer programs under Title I of the Domestic Volunteer Service Act of 1973 including service in such programs as VISTA, UYA, PLS, etc. and applicants for such service.

**Categories of records in the system:** These records contain investigative information regarding an individual's character, conduct, qualifications and integrity and reputation in the community where he or she lives, including records of arrest and convictions for any violations against the law, reports and recommendations from former supervisors, co-workers, friends, educators, etc; reports of inquiries with law enforcement agencies, former employers, educational institutions attended, and other information developed from the above.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as a part of the central CSC personnel investigation records system. b. To any source from which information is requested in the course of an investigation, but only to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation and to identify the type of information requested.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks in a room which is locked when not in use.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** All officials of employees having access to such files are required to have an appropriate security clearance. Generally,

these files are available only to personnel of the security office or to agency office heads or other agency personnel having a need for such files in the performance of their duties.

**Retention and disposal:** Peace Corps files are maintained in the personnel security office for three years after the termination or death of a volunteer, or for the same period of time after consideration of an applicant. Thereafter, said files are transferred to the Federal Records Center, where they are maintained for twenty-seven years and then destroyed in accordance with regulations of the General Services Administration. All domestic volunteer files are maintained in the personnel security office up to the time of the termination or death of a volunteer when they are destroyed by burning or shredding.

**System manager(s) and address:** Chief, Personnel Security Branch, Office of Personnel Management, ACTION, Room 400, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system was obtained from the following categories of sources: a. Applications and other personnel and security forms furnished by the individual. b. Investigative material furnished by other Federal agencies. c. By personal investigation or written inquiry from such sources as employers, schools, references, etc. d. Neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, and other such sources as may be developed from the above.

#### ACTION/AF—27

**System name:** Employee Payroll Records—ACTION/AF

**System location:** Office of Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Persons employed by ACTION.

**Categories of records in the system:** Personnel actions employing, promoting and terminating employees, savings bond applications, advises of allotments, IRS tax levels, notice of deduction for health insurance, combined Federal campaign, union dues withholdings applications, and educational allowances for children of overseas employees and records regarding collections for overpayments.

**Authority for maintenance of the system:** GAO Policy and Procedures Manual; 31 U.S.C. 66(a); and the Budget and Accounting Procedures Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Information from these records are routinely provided as follows: 1. To the Treasury for payroll and savings bonds and other deduction purposes. 2. To Internal Revenue Service with regard to tax deductions. 3. To participating insurance companies holding policies with respect to Federal employees employed by ACTION.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in this system are available only to employees of ACTION with a need for such records in the performance of their official duties.

**Retention and disposal:** Records in this system are maintained for three years after the end of the fiscal year in which an employee terminates his employment with ACTION, and then retired to the Record Center in accordance with GAO instructions.

**System manager(s) and address:** Chief, Domestic Volunteer and Staff Payroll Division; Administration and Finance, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system is obtained from the following categories of sources: Data from payroll change coding document form and Domestic Volunteer notice payroll form Data on employees is obtained from payroll change coding document form.

#### ACTION/DO—1

**System name:** Domestic Full-Time Volunteer Personnel File—ACTION/DO

**System location:** All ACTION Domestic Regional Offices (See Preliminary Statement for Regional Office Addresses).

**Categories of individuals covered by the system:** Any full-time ACTION Domestic Volunteer working in the following programs:

Volunteers in Service to America (VISTA), University Year for ACTION (UYA), ACTION Cooperative Volunteer (ACV), Program for Local Service (PLS), and Volunteers in Justice (VIJ)

**Categories of records in the system:** Records maintained contain Volunteers application, forms and copies of correspondence regarding actions occurring during the volunteer's service such as authorization to use a motor vehicle, copy of driver's license, status of volunteer form, future intent form, food and lodging allowance, living allowance, time and attendance, paychange forms, volunteer payment vouchers and evaluation on termination.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The content of these records and files may be disclosed and used as follows: To the volunteer's sponsor concerning his placement, performance, support, and related matters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are retrievable alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records are retained for one year after the volunteer has terminated service and then retired to the Federal Record Center for 75 years at which time the record is destroyed.

**System manager(s) and address:** The records are kept in the regional office, the system manager is the Administrative Officer in the region. The files are kept in the state office, the system manager is the State Director.

**Record source categories:** The data is supplied by the volunteer or through forms signed and executed by the volunteer or Domestic Regional Office personnel or State Program Director.

#### ACTION/DO-2

**System name:** Domestic Volunteer Medical File and Medical Claims—ACTION/DO

**System location:** All ACTION Domestic Regional Offices

**Categories of individuals covered by the system:** Present and former volunteer applicants over 44 or with significant medical histories and other with medical problems arising during service.

**Categories of records in the system:** The records maintained contain the following information: 1. Medical history, medical examination and medical release forms. 2. Medical claims submitted by volunteer for processing and correspondence.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To Group Hospitalization, Inc., contractor under the ACTION health policy, for the purposes of adjudicating volunteer claims. b. The United States Department of Labor in connection with claims under the Federal Employees Unemployment Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties. Information is released only with the written consent of the volunteer and only to a physician or medical authority.

**Retention and disposal:** Files are maintained in the regions during service. Files are returned to the Office of Health Services on termination of service and are retired to the Federal Records Center for fifty years, after that they are destroyed.

**System manager(s) and address:** Administrative Officer Regional Office

**Record source categories:** Data in this system is obtained from the following categories of sources: 1. Medical personnel who have examined or treated a volunteer or applicant. 2. Domestic volunteers and applicants. 3. ACTION staff.

#### ACTION/DO-3

**System name:** Employee Travel File—ACTION/DO

**System location:** All ACTION Domestic Regional Offices except for Regions I and III

**Categories of individuals covered by the system:** Any employee, expert, consultant or other person engaged in travel on USG Travel authorization for a Domestic Regional Office.

**Categories of records in the system:** Records maintained are travel authorizations and vouchers.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records may be disclosed and used for the purposes expressed in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with a need for such records for the performance of their duties.

**Retention and disposal:** Records are retained until the employee has terminated and then are destroyed.

**System manager(s) and address:** Administrative Officer, ACTION Regional Office

**Record source categories:** Itinerary provided by individual or supervisor and the voucher submitted by the individual traveller.

#### ACTION/DO-4

**System name:** Domestic Full-Time Volunteer Census Master File—ACTION/DO

**System location:** Management Information System, Domestic Operations Management, ACTION, 806 Connecticut Avenue, Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who has served or is serving as a full-time ACTION domestic volunteer in one of ACTION's full-time domestic operations programs including VISTA, ACTION Cooperative Volunteers (ACV), University Year for ACTION, (UYA), Program for Local Service (PLS), Volunteers in Justice (VIJ) and Veterans Reach (VETREACH).

**Categories of records in the system:** The records maintained contain information extracted from the volunteer's application, information about the volunteer's period of service, and information about the volunteer's history with ACTION.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Generally speaking the information in this file would not be routinely available outside the agency since most routine uses would have to do with the applicant's volunteer file as such. This is a computerized file used for such things as payroll information, etc. The system might be used to verify the fact that an individual has served or is serving in one of ACTION's full-time domestic programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are stored on magnetic tape which is kept in a locked room when not in use.

**Retrievability:** Records are retrieved by social security number and the first four letters of the last name of the volunteer.

**Safeguards:** The material on these tapes is generally available only to Programmers and Systems Analysts of the Management Information System and is so coded as to be unavailable to anyone else.

**Retention and disposal:** These records have no present destruction date and are maintained permanently.

**System manager(s) and address:** Chief, Management Information System/DO/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Volunteer application and payroll notices.

#### ACTION/DO-5

**System name:** Domestic Full-Time Volunteer Legal File—ACTION/DO

**System location:** ACTION Domestic Region No. 4 (only) 730 Peachtree Street, N.E. Room 895 Atlanta, Georgia 30308

**Categories of individuals covered by the system:** Any full-time ACTION Domestic Volunteer.

**Categories of records in the system:** The records maintained contain the following information: (1) Claims related to the Federal Tort Claims Act. (2) Claims related to the Federal Employee Compensation Act. (3) Support material for volunteer claims or losses and thefts. (4) Legal support information for volunteer civil and criminal matters. (5) Material related to alleged misuse of General Services Administration vehicles.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used as follows: (a) To the Department of Labor in connection with names filed by volunteers for compensation under the Federal Employees Compensation Act. (b) To the General Services Administration in connection with the alleged misuse of GSA vehicles. (c) Volunteer supervisors and sponsors who are involved in legal matters effecting volunteers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional office and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records are purged annually. Records no longer needed are destroyed by burning or shredding.

**System manager(s) and address:** Regional Attorney, Region IV 730 Peachtree Street, N.E., Room 895 Atlanta, Georgia 30308

**Record source categories:** The source of the information may be the volunteer's sponsor, the Volunteer's supervisor or any other person involved in these legal matters including ACTION employees such as the State Director.

#### ACTION/DO-6

**System name:** Domestic Volunteers Status Change System

**System location:** All ACTION Domestic Regional Offices (See Preliminary Statement for addresses)

**Categories of individuals covered by the system:** Any person who is serving or has served as a full-time ACTION domestic volunteer under Title I of the Domestic Volunteer Services Act of 1973 (42 U.S.C. 4951) including VISTA, ACTION Cooperative Volunteer (ACV), University Year for ACTION (UYA), Program for Local Services (PLS), Volunteers in Justice (VIJ) and Veterans Reach (VETREACH).

**Categories of records in the system:** Record maintained in a single index card containing the date volunteer entered training, the date of placement, extra payments made for travel and training and the dates of termination, reenrollments, and extensions.

**Authority for maintenance of the system:** Title I and Title IV of the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Contents of these records and files may be disclosed and used as follows: a. To the Department of Health, Education and Welfare for the purpose of certifying student loans. b. Verification of present or past volunteer status. c. To volunteer's relatives so that he may be located in case of emergency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets when not in immediate use.

**Retrievability:** Records are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records in this system are maintained as a permanent record.

**System manager(s) and address:** Administrative Officer, Regional Office.

**Record source categories:** Volunteer personnel records.

#### ACTION/DO-7

**System name:** Employee Unofficial Personnel Files

**System location:** All ACTION Domestic Regional Offices. In some cases, these files may be located in ACTION State Offices. The supervising ACTION Regional Office shall be responsible for all relevant requests in such cases.

**Categories of individuals covered by the system:** Current ACTION Domestic Regional employees.

**Categories of records in the system:** The records maintained consist of copies of personnel documents sent to ACTION Headquarters in Washington including employment applications, appointment papers, job descriptions and personnel action change notices. The Official Personnel Folder is maintained in ACTION Headquarters in Washington.

**Authority for maintenance of the system:** The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** There are no routine uses other than those in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically by last name.

**Safeguards:** Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Files are retained until the employee terminates his service at the regional office and destroyed by burning or shredding one year after such termination.

**System manager(s) and address:** Administrative Officer, ACTION Regional Office

**Record source categories:** The data is obtained from the employee, his references and Agency personnel forms.

#### ACTION/ORC-1

**System name:** Peace Corps Applicant Record System—ACTION/IO

**System location:** Placement Division, Office of Recruitment and Communications/ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person whose application to ACTION for enrollment as a Peace Corps volunteer has been accepted by an ACTION Service Center.

**Categories of records in the system:** The records maintained include the application of a Peace Corps applicant, material received from references provided by him, background investigation material including a National Agency Check provided by the Civil Service Commission, invitations to training and similar material having to do with the enrollment of an individual as a Peace Corps trainee.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501, 2504.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: To host country officials where necessary to obtain visas or to inform such host countries of the impending arrival of the volunteer and for review of such volunteer's qualifications for the intended program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed in terminal digit order.

**Safeguards:** Records in this system are available only to ACTION employees having a need for such records in the performance of their duties as such.

**Retention and disposal:** Records of applicants rejected at prescreening process are destroyed within six months of such action. Records of applicants rejected during processing are destroyed within one year after such action. Records of applicants who are accepted become part of the Peace Corps volunteer record system.

**System manager(s) and address:** Chief, Applicant Records Center, Office of Recruitment and Communications, 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Peace Corps applicants References supplied by individuals listed by Peace Corps applicants. Information obtained from United States Government investigative agencies including the Civil Service Commission.

#### ACTION/ORC—2

**System name:** Combined Domestic and International Volunteer Applicant System—ACTION/ORC

**System location:** Office of Recruitment and Communications/ACTION 1717 H Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who applies to ACTION as a full-time volunteer in Domestic or Peace Corps Volunteer programs. This file has been in existence since June 1974.

**Categories of records in the system:** The records contain the following information: Name, Date of Birth, Sex, Social Security Number, Type of Volunteer Applied for, Marital Status, Personal Statistics, Skills, Educational Level, Method of Recruitment, Date of Availability, Status Codes (Rejection Codes), similar data required to process a person as an applicant and report on processing progress.

**Authority for maintenance of the system:** Section 404(e) of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(e)). Peace Corps Act, 22 U.S.C. 2501, et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are contained in disc packs with tape backup and are kept in metal file cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Files are retrievable through the last name and social security number.

**Safeguards:** Records in the system are available only to appropriate personnel in the Planning and Evaluation Division, Office of Recruitment and Communications and other officials of ACTION with a need of such records in the performance of their duties.

**Retention and disposal:** Records in the system are maintained indefinitely.

**System manager(s) and address:** Director, Planning and Evaluation Division, Office of Recruitment and Communications, ACTION 1717 H Street, N.W., Washington, D.C. 20525.

**Record source categories:** Information is obtained from the Application provided by the Applicant and Evaluations made by the ACTION Placement Division.

#### ACTION/ORC—3

**System name:** Volunteer Applicants Record System—ACTION/ORC

**System location:** ACTION/ORC Field Service Centers: New York Service Center/ACTION 26 Federal Plaza, 1605, New York, New York 10007. Washington Service Center/ACTION 806 Connecticut Avenue, N.W. P-314, Washington, D.C. 20525. Chicago Service Center/ACTION 1 North Wacker Drive, 3rd Floor, Chicago Illinois 60606 Dallas Service Center/ACTION Corrigan Tower Building, 1620, 212 No. St. Paul Street, Dallas, Texas 75201. San Francisco Service Center/ACTION 100 McAllister Street, 24th Floor, San Francisco, California 94102.

**Categories of individuals covered by the system:** Any person applying as a full-time ACTION volunteer for domestic or overseas programs under the Peace Corps Act or Title I of the Domestic Volunteer Service Act of 1973.

**Categories of records in the system:** Records maintained in the system include applications, references, invitations to training, medical fitness reports, correspondence and similar documents.

**Authority for maintenance of the system:** The Peace Corps Act 22 U.S.C. 2501, et seq.; The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records may be disclosed and used as follows: To any source from which information is requested in the course of an investigation of qualifications or suitability of an applicant to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation and to identify the type of information requested.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Maintained in file folders in metal filing cabinets with manipulation proof combination locks.

**Retrievability:** The last initial of the applicant's name and his social security number are used as a personal identifier.

**Safeguards:** Records in the system are generally available only to ACTION employees having a need for such records in the performance of their official duties.

**Retention and disposal:** Records of applicants rejected at prescreening process are destroyed in six months. Records of applicants rejected during processing are destroyed within one year. Records of applicants who are accepted for service become a part of the volunteer folder of such individual.

**System manager(s) and address:** The Placement Manager at each of the ACTION Service Centers acts as manager for his segment of the system.

**Record source categories:** Information in the system is obtained from the following categories of sources: From the individual to whom the record pertains. From references supplied by the individual to whom the record pertains. From United States Government investigative agencies and local law enforcement officials.

#### ACTION/ORC—4

**System name:** Peace Corps Applicant File for period 1963 to June, 1974—ACTION/ORC

**System location:** Office of Recruitment and Communications/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Any person who applied to become a Peace Corps Volunteer between 1963 and June, 1974.

**Categories of records in the system:** Records maintained contain applicant information as follows: Name, date of birth, sex, social security number, marital status, personal statistics, skills, educational level, method of recruitment, date of availability, and similar data required to process a person as an applicant and report on processing progress.

**Authority for maintenance of the system:** Peace Corps Act, 22 U.S.C. 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records are stored on magnetic tapes which are maintained in metal file cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed alphabetically and by Social Security number.

**Safeguards:** Records in this system are available only to appropriate personnel in the Planning and Evaluation Division, Office of Recruitment and Communications and to other appropriate officials of ACTION with the need for access to such records for the performance of their duties.

**Retention and disposal:** These records are kept indefinitely.

**System manager(s) and address:** Chief Director Planning and Evaluation Division Office of Recruitment and Communications/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

**Record source categories:** Information is obtained from the application provided by the applicant and evaluations made by the placement division of the Office of Recruitment and Communications.

#### ACTION/ORC—5

**System name:** Domestic Program Applicant Medical Record

**System location:** ORC Field Service Centers: New York Service Center/ACTION 26 Federal Plaza, 1605 New York, New York 10007 Washington Service Center/ACTION Office of Health Services 806 Connecticut Avenue, N.W., Room P-214 Washington, D.C. 20525. Chicago Service Center/ACTION 1 North Wacker Drive, 3rd Floor Chicago, Illinois 60606 Dallas Service Center/ACTION Corrigan Tower Building, no. 1620 212 No. St. Paul Street Dallas, Texas 75201 San Francisco Service Center/ACTION 100 McAllister Street, 24th Floor San Francisco, California 94102

**Categories of individuals covered by the system:** Any person applying as a volunteer in a domestic ACTION program who is over 44 years of age or has reported in his application information which causes ACTION selection officials to require medical examination or history.

**Categories of records in the system:** This system contains medical histories, records of examination, and related medical information.

**Authority for maintenance of the system:** Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: Information may be provided to a physician or other medical personnel treating the applicant. In situations where it is practicable the applicant's consent will be obtained before releasing such information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records in this system are maintained in lockable metal file cabinets or secured rooms.

**Retrievability:** Records are filed alphabetically.

**Safeguards:** Records in this system are generally available only to ACTION personnel having a need for such information in the performance of their official duties. Information is released only with the written consent of the applicant/volunteer and only to a physician or medical authority.

**Retention and disposal:** Records of applicants who do not become volunteers are destroyed by burning or shredding after one year. Records of applicants who become volunteers are forwarded to the appropriate Domestic Regional Office. Upon termination of the volunteer's service, these records are returned to the Office of Health Services and retired to the Federal Records Center where they are maintained for fifty years and then destroyed in accord with the regulations of the Center.

**System manager(s) and address:** Placement Manager of the appropriate Field Service Center is the System Manager of that portion of the system under his or her control.

**Record source categories:** Information contained in these systems was obtained from the following categories of sources: A. Examining physicians and other medical personnel. B. Applicants for volunteer service. C. ACTION personnel.

#### ACTION/GC—1

**System name:** Conflict of Interest Records—ACTION/GC

**System location:** Office of General Counsel/ACTION/M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Employees, contractors, consultants and other persons employed by or dealing with ACTION.

**Categories of records in the system:** Statement of personal and family interests in business enterprise correspondence with respect thereto including opinions of counsel and confirmation materials.

**Authority for maintenance of the system:** 18 U.S.C. 306 and E.O. 11222 (5865).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See preliminary statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed alphabetically.

**Safeguards:** Records are generally available only to attorneys and other personnel of the Office of General Counsel and to designated ACTION officials having a need for such knowledge in the performance of their official duties.

**Retention and disposal:** Records are purged annually and destroyed two years after they are obtained unless there is a specific need for the retention of any specific record.

**System manager(s) and address:** General Counsel/ACTION/M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Data is obtained from the following categories of sources: 1. Employees of ACTION 2. Work product of attorneys for ACTION.

#### ACTION/GC—2

**System name:** Legal Files — Staff and Applicants (A-Z)—ACTION/GC

**System location:** Office of the General Counsel/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** 1. Applicants for employment with ACTION 2. Staff employees of ACTION

**Categories of records in the system:** Records of any legal matter effecting any present or former staff member of ACTION or any applicant for employment in ACTION whose employment has raised any legal question. Included among the kinds of records maintained are those involving employee grievances, appeals from adverse actions, claims by and against staff members, records concerning litigation in which ACTION staff members become involved as parties, legal queries from staff members regarding themselves or their employment and answers thereto and any other matter involving a contact between a staff member and an attorney of the Office of General Counsel.

**Authority for maintenance of the system:** These records are maintained under the general authority of the Office of General Counsel to represent the Agency in connection with its dealings with its employees and the general functions of the Office of General Counsel to provide advice and counsel to the Director of the Agency and his staff.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** These records are not routinely disclosed outside the Agency except in the following circumstances: 1. To the Department of Justice in conjunction with litigation or potential litigation in situations in which the Department may be called upon to provide representation to the Agency. 2. In circumstances set forth in paragraphs 1, 2 and 7 of the general routine uses set forth in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are kept in separate file folders in cabinets secured by changeable combination locks or bar locks secured by such combination locks and in room locked when not in use.

**Retrievability:** Files are maintained under subject headings but access to files concerning individuals may be gained by referring to an alphabetical index.

**Safeguards:** Files are available only to personnel of the Office of General Counsel which includes attorneys and confidential secretaries.

**Retention and disposal:** Files are maintained for the duration of the litigation or other matter to which they refer and retired on an annual review basis to the Federal Records Center for 27 years at which time they are destroyed.

**System manager(s) and address:** General Counsel, ACTION 806 Connecticut Avenue, N.W., Room M-607, Washington, D.C. 20525.

**Record source categories:** Data is obtained from the following categories of sources: 1. ACTION employees. 2. Correspondence and reports from persons and agencies dealing with the agency and its employees. 3. Work product and research of lawyers of the office.

#### ACTION/GC—3

**System name:** Legal Files - Volunteers and Applicants (A-Z)—ACTION/GC

**System location:** Office of the General Counsel/ACTION, Room M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Current and former ACTION volunteers, and applicants for volunteers service.

## ACTION

**Categories of records in the system:** Records of any legal matter effecting volunteers or applicants for volunteer service, including grievances, appeals from decisions of ACTION staff, claims against volunteers, claims by volunteers, records of litigations in which ACTION is involved as a party, or in conjunction with any obligation under the Peace Corps Act or the Domestic Volunteer Service Act to provide legal defense, legal queries from volunteers or applicants and answers thereto, and any other matter involving contact between a volunteer and the Office of General Counsel.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Peace Corps Act 22, U.S.C. 2501. The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951. In addition to authority specifically contained in the above-named Acts, these records maintained as an adjunct to the normal requirements of the functions of the Office of General Counsel to provide advice and counsel. 0

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** These records are not routinely disclosed outside the Agency except in the following circumstances: 1. To the Department of Justice in conjunction with litigation or potential litigation in situations in which the Department may be called upon to provide representation to the Agency. 2. In circumstances set forth in paragraphs 1, 2 and 7 of the general routine uses set forth in the Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are kept in separate file folders in cabinets secured by changeable combination locks, and in a room locked when not in use.

**Retrievability:** Files are maintained under subject headings but access may be gained by referring to an alphabetical name index.

**Safeguards:** Files are available only to personnel of the Office of General Counsel which includes attorneys and confidential secretaries.

**Retention and disposal:** Files are maintained for the duration of the litigation or other matters to which they refer and retired on an annual review basis to the Federal Records Center for 27 years at which time they are destroyed.

**System manager(s) and address:** General Counsel/ACTION, Room M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** ACTION employees and volunteers.

## ACTION/IO-1

**System name:** Peace Corps Volunteer Death Files—ACTION/IO

**System location:** Office of Special Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps Volunteers and Trainees who have died during service or training.

**Categories of records in the system:** Official cables relating to the death and subsequent disposition of the body Eye Witness or other accounts of the occurrence or event. Medical Reports including an autopsy report if any. Designation of beneficiary statement. Death certificate. Police report. Copies of all correspondence with family and next of kin of deceased volunteers. Proof of receipt of insurance and readjustment allowance check and other financial documents having to do with the death of a volunteer or trainee.

**Authority for maintenance of the system:** The Peace Corps Act 22 U.S.C. Section 2500, et seq. and Section 2504(d).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To notify an appropriate insurance company to obtain the payment of life insurance benefits and personal property insurance. b. To notify the Office of the Vice President for the preparation of appropriate condolence letters. c. To notification to the Department of State. d. Notification of the Department of Labor/Office of Federal Employees Compensation. e. To the family and next of kin of the deceased volunteer or trainee.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets in a room locked during off duty hours in a building with a 24 hour security guard.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available to officials of ACTION with a need for such records for the performance of their duties.

**Retention and disposal:** Records in this system are maintained in ACTION for ten years at which time they are destroyed by burning or shredding.

**System manager(s) and address:** Chief, Personnel Security Branch, Office of Special Services/IO, ACTION, 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Record source categories:** Information contained in this system was obtained from the following categories of sources: Peace Corps Country Staff American Embassy and Consulates Host Country Police Host Country Ministry Officials Staff of the Office of International Operations, ACTION Insurance Companies Witnesses to any accident or occurrence causing the death of a volunteer or trainee.

## ACTION/IO-2

**System name:** Peace Corps Volunteer Program Correspondence System—ACTION/IO

**System location:** These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, Peace Corps, c/o the American Embassy in such country.

**Categories of individuals covered by the system:** Current and Former Peace Corps Volunteers Current and Former Peace Corps Trainees

**Categories of records in the system:** Correspondence between Peace Corps staff and volunteer or trainees.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. Section 2501 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: There are no routine uses of this system other than as indicated in the preliminary statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders and metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to the Country Director and his staff with a need for such records in the performance of their duties.

**Retention and disposal:** These files are retired and destroyed after a volunteer terminates, provided that documents, reports, etc., having continuing use in programs may be retained in appropriate program files.

**System manager(s) and address:** The Country Director in each country in which Peace Corps serves.

**Record source categories:** Peace Corps volunteers Peace Corps staff Host country ministry officials.

## ACTION/IO-3

**System name:** Peace Corps Volunteer Financial Records—ACTION/IO

**System location:** These records are maintained in the office of each Peace Corps program overseas. There are at present in excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

**Categories of individuals covered by the system:** Current and former Peace Corps volunteers and trainees.

**Categories of records in the system:** This system consists of records of all payments or accrued credits to volunteers and trainees, and records of any advances or other items due from volunteers or trainees to the government. The records include those of monthly living allowances, leave allowances, settling in allowances, etc.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. Section 2501, 2504.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To appropriate U.S. Government agencies for monthly payroll preparation. b. To the U.S. Treasury for the purpose of reporting overpayments. c. To the Social Security Administration for the purpose of reporting Social Security withholdings.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders and metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order in each location.

**Safeguards:** Records are available only to ACTION staff with a need for such records in the performance of their duties.

**Retention and disposal:** These files are retained for two years and then are destroyed.

**System manager(s) and address:** The Country Director in each country in which Peace Corps serves.

**Record source categories:** Peace Corps Volunteers and Trainees Personnel of ACTION, Office of Administration and Finance

#### ACTION/IO—4

**System name:** Overseas Health Records—ACTION/IO

**System location:** These files are maintained in the Office of the Medical Officer in each country in which Peace Corps employs such an official.

**Categories of individuals covered by the system:** Peace Corps Volunteers Peace Corps Trainees Peace Corps Staff Members.

**Categories of records in the system:** Medical History and Record of treatment received while in Peace Corps.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. Section 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. To medical personnel in the process of treating the volunteer or staff member or trainee who have a need for such record in order to provide appropriate treatment. b. See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** These records are available only to medical personnel of the Peace Corps.

**Retention and disposal:** Upon termination of the volunteer, trainee or staff member, these records are sent to Health Services Division of Administration and Finance, ACTION, Washington, 806 Connecticut Avenue, N.W., Washington, D.C. 20525 for ultimate disposition along with other employee health records.

**System manager(s) and address:** The Medical Officer at any Peace Corps post is System Manager for this system.

**Record source categories:** Peace Corps Overseas Staff Members Peace Corps Trainees and Volunteers Peace Corps Medical Officials.

#### ACTION/IO—5

**System name:** United Nations Volunteer System—ACTION/IO

**System location:** Office of Multilateral and Special Programs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** United Nations Volunteer Corps applicants, trainees, volunteers, and returned volunteers.

**Categories of records in the system:** These records contain applications, correspondence associated therewith, and with the placement of the applicant, and other records connected with the application, training and placement of persons wishing to serve or serving as United Nations volunteers. For short periods of time references furnished by the applicant may be kept in the file but they are transferred to the ACTION Office of Recruitment and Communications which has the responsibility for the selection

process. Similarly, medical history forms are collected but are immediately forwarded to the United Nations or to the Office of Medical Affairs (Volunteer Health Service) of ACTION.

**Authority for maintenance of the system:** The Peace Corps, 22 U.S.C. 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: a. Designated officers and employees of the United Nations having a responsibility for the selection and placement of United Nations volunteers. b. To officials of a proposed host country desiring the assignment or placement of United Nations volunteers. c. Routine uses as contained in Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are generally available only to personnel of the Office of Multilateral and Special Programs and to other officials of ACTION having a need for such records in the performance of their official duties.

**Retention and disposal:** Records are maintained in the Office of Multilateral and Special Programs for two years following the completion of service of a UN volunteer then forwarded to AF/ Volunteer Support Services for maintenance with the Peace Corps records and subsequent removal to the Federal Records Center.

**System manager(s) and address:** Director, Office of Multilateral and Special Programs, ACTION, 806 Connecticut Ave., N.W., Washington, D.C. 20525.

**Record source categories:** Applicants for United Nations volunteer programs References named by the applicant Multilateral and Special Programs staff United Nations Staff

#### ACTION/IO—6

**System name:** Peace Corps Property Records—ACTION/IO

**System location:** These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and that this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

**Categories of individuals covered by the system:** Current and former Peace Corps staff Current and former Peace Corps volunteers Current and former Peace Corps trainees who have trained overseas.

**Categories of records in the system:** These files consist of records of U.S. Government property assigned to Peace Corps staff, volunteers or trainees for which they are accountable and which must be returned to the Peace Corps.

**Authority for maintenance of the system:** The Peace Corps Act 22 U.S.C. Section 2501, et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: To the Department of State or any other Federal agency having the responsibility for accounting for the disposition of federal property.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Files are indexed in alphabetical order in each Peace Corps post overseas.

**Safeguards:** Files are available only to ACTION/Peace Corps staff having a need for such records in the performance of their official duties. For these purposes, host country nationals employed by the United States Government and working for Peace Corps are considered staff.

**Retention and disposal:** Files in this system are retained at overseas posts for two years after an employee or volunteer leaves the country and then are destroyed by burning, shredding or such other method as is approved by the Department of State for the disposal of such request.

## ACTION

**System manager(s) and address:** Country Directors in each country in which ACTION/ Peace Corps maintains a program.

**Record source categories:** Peace Corps overseas staff. The individual to whom the record pertains.

## ACTION/IO—7

**System name:** Peace Corps Volunteer Extension/Transfer/Reenrollment Files—ACTION/IO

**System location:** Office of Special Services/IO—ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps Trainees and Volunteers

**Categories of records in the system:** This system consists of a log book containing the details of all extensions, transfers, reenrollments or reinstatements of volunteers and/or trainees in the Peace Corps. The specific details of the information contained include the name of the volunteer/trainee, the country of assignment, the program number and dates during which actions occurred.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. Section 2501, et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files have no routine uses other than those stated in the general statement of uses and limitations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** The log book is maintained in the Office of Special Services in a metal cabinet in a room locked during off duty hours in a building with a 24 hour security guard.

**Retrievability:** The records are indexed in alphabetical order by country of assignment.

**Safeguards:** These records are not considered sensitive or confidential. They are generally available to employees of ACTION having a need for them in the performance of their duties.

**Retention and disposal:** The records in this system are maintained for five years and then destroyed by burning or shredding.

**System manager(s) and address:** Chief, Office of Special Services/IO, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Information contained in the system is obtained from the following categories of sources: Peace Corps Country Staff Individual Volunteers and Trainees. Staff of the Office of Special Services.

## ACTION/IO—8

**System name:** Peace Corps Medical Evacuation/Administrative System—ACTION/IO

**System location:** Office of Medical Affairs/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps volunteers and trainees who have had medical problems effecting their continued service.

**Categories of records in the system:** A. For Peace Corps trainees and volunteers medically cleared to resume service after interruption for medical reasons the files contain cables, memos, letters and forms having to do with travel, per diem, and medical clearance. B. For volunteers and trainees who have been medically terminated, the information contained in subparagraph A is forwarded to the Office of Special Services for maintenance in the Peace Corps termination/consultation system. C. A permanent record card is maintained in a file box which includes the name of the volunteer, his home of record, his next of kin and Peace Corps project number. D. For volunteers completing service but terminating in Washington as a result of medical consultation, the file contains all of the above listed material and a permanent record card as aforesaid is also maintained.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501, 2504.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: To Federal agencies having a need to verify volunteer eligibility for special consideration for Federal employment under Executive Order 11103.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to personnel of the Office of Medical Affairs and selected officials of ACTION having a need for information from such records for the performance of their duties.

**Retention and disposal:** These records are maintained in the Office of Medical Affairs for three years and then destroyed. A record card as indicated above is permanently maintained in the Office of Medical Affairs.

**System manager(s) and address:** Director, Office of Medical Affairs, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Peace Corps overseas staff Office of Medical Affairs staff Individual volunteers and trainees Physicians and other medical personnel.

## ACTION/IO—9

**System name:** Peace Corps Medical Evacuation Cards—ACTION/IO

**System location:** Office of Medical Affairs, ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps volunteers and trainees who have had medical problems requiring medical evacuation to Washington.

**Categories of records in the system:** These cards contain the name of the individual involved, a short description of the medical problem, a record of the consulting physician, treatment, hospitalization and final disposition of the case.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501, 2504(e) and various provisions of the Peace Corps Manual relating to health care.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these cards and files may be disclosed and used as follows: a. To physicians or other medical personnel directly involved in the medical care of Peace Corps volunteers or trainees and having a need for such records for the provision of such services. b. In view of Peace Corps' policy of maintaining medical confidentiality these cards are not otherwise disclosed outside of the agency, and within the agency, only to personnel of the Office of Medical Affairs or selected medical staff of ACTION having a need for knowledge of such records in the performance of their official duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Cards are maintained in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Cards in the system are available only to appropriate personnel of the Office of Medical Affairs having a need for such record in the performance of their official duties as such. Information from these records may be provided to other officials of ACTION having a need for such knowledge in the performance of their official duties.

**Retention and disposal:** These records are maintained in the Office of Medical Affairs for three years and then destroyed.

**System manager(s) and address:** Director, Office of Medical Affairs, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Peace Corps overseas staff Office of Medical Affairs staff Individual volunteers and trainees Physicians and other medical personnel.

## ACTION/IO—10

**System name:** Peace Corps Volunteer Termination/Consultation System—ACTION/IO

**System location:** Office of Special Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

**Categories of individuals covered by the system:** Present and former Peace Corps volunteers and trainees who have terminated prior to the end of their tours or been returned to Washington for consultation.

**Categories of records in the system:** A. Individual volunteer/trainee files contain the following information: 1. Termination

document 2. Description of service 3. Termination report or the statement of resignation 4. Financial information statement 5. Travel agreement 6. Case summary 7. Recommendations of ACTION/Washington staff 8. Relevant cables 9. Early termination questionnaires B. A monthly early termination log containing information from the above files is maintained. It contains the following information: 1. Name of volunteer/trainee 2. Social Security number 3. Project number 4. Date and coded reason for termination. C. A log is maintained known as the early termination project log containing information from the above files including the name of the volunteer/trainee, the date and the coded reason for termination. D. An early termination permanent card file is maintained by name of the volunteer/trainee as a quick reference to paragraph A above.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et seq. and various provisions of the Peace Corps Manual and the Foreign Affairs Manual relating to conduct and performance of individuals serving in Peace Corps programs as volunteers.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The contents of these records and files may be disclosed and used as follows: To Federal agencies having a need to verify volunteer eligibility for special consideration for Federal employment under Executive Order 11103.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in the system are available only to appropriate personnel in the Office of Special Services and other appropriate officials of ACTION with the need for such records for the performance of their duties.

**Retention and disposal:** Records in the system are maintained in the Office of Special Services for two years and then sent to the Federal Records Center where they are maintained for fifteen years and then destroyed.

**System manager(s) and address:** Chief, Office of Special Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20252.

**Record source categories:** Information contained in the system is obtained from the following categories of sources: Peace Corps volunteers and trainees including the individual about whom the record is maintained. Peace Corps Overseas Staff Staff of the Office of Special Services Peace Corps Washington Staff Job Supervisors

#### ACTION/IO—11

**System name:** Peace Corps Volunteer Emergency Leave Records

**System location:** Office of Special Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20252.

**Categories of individuals covered by the system:** Peace Corps Trainees and Volunteers

**Categories of records in the system:** A. Fact sheets giving details of the emergency requiring emergency leave, notes and cables on the handling and course of the emergency, cost information, and a volunteer ACTION report. The system also contains a card file consisting of an alphabetical arrangement which contains name, address, country, project, dates of service and ultimate conclusion of the case as well as a monthly log listing volunteers and trainees home on emergency leave by name giving reasons for the emergency, departure dates, cost, estimated time of return and remarks concerning the emergency.

**Authority for maintenance of the system:** The Peace Corps Act, (22 U.S.C. Section 2501).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See preliminary statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records in this system are available to personnel of the Office of Special Services and other officials of ACTION needing such records in performance of their duties.

**Retention and disposal:** Records in this system are maintained for two years and then destroyed by shredding or burning.

**System manager(s) and address:** Chief, Office of Special Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20252.

**Record source categories:** Individuals who are the subjects of the system Family of an individual as to whom records are maintained Physicians Staff of the Office of Special Services.

#### ACTION/IO—12

**System name:** Overseas Staff Personnel Records

**System location:** These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20252. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

**Categories of individuals covered by the system:** Staff employees of ACTION serving overseas who are United States Citizens.

**Categories of records in the system:** These records contain copies of personnel actions affecting overseas staff, copies of personnel evaluations retained in the Country Files, and an inventory list of Government property contained in residences of overseas staff.

**Authority for maintenance of the system:** The Peace Corps Act 22 U.S.C. Section 2501 and pertinent sections of the Foreign Affairs Manual adopted by Peace Corps and of the Peace Corps Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders and metal file cabinets with three way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to the Country Director and ACTION staff with a need for such records in the performance of their duties.

**Retention and disposal:** These records are destroyed after the employee leaves the country and has completed all appropriate clearance procedures, including obtaining receipts for any property contained in inventories.

**System manager(s) and address:** The Country Director in each country in which Peace Corps serves.

**Record source categories:** The individual employee to whom the record pertains. Supervisors and ACTION personnel officials.

[FPR Doc.75-22492 Filed 8-26-75;8:45 am]

## ACTION

**ACTION  
PRIVACY ACT OF 1974**

**Notice of Additional Systems of Records**

On Wednesday, September 10, 1975, ACTION systems of records were published in 40 F.R. No. 176 at p. 42113. That notice was published in accord with 5 U.S.C. 552a(e)(4) and (11) of the Privacy Act of 1974 (Pub. L. 93-570) therein and herein referred to as the "Act". Notice is hereby given that in accord with the aforesaid Act ACTION proposes to give notice of additional systems of records as set forth below.

Any person interested in this notice may submit written views, comments or other data to ACTION/GC, Room 607, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Although the systems of records set forth below will be considered adopted as published, any comments received from the public within 30 days from publication will be considered and appropriate amendments will be made. Comments received will be available for public inspection at the above address between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday (except holidays).

The Preliminary Statement published as indicated above in connection with ACTION's original publication of notice of systems of records is incorporated herein and made a part hereof and shall apply to all systems of records set forth below.

This notice is issued in Washington, D.C. on September 23, 1975.

Willard H. Meinecke,  
Acting Director, ACTION.

**ACTION/IO-13**

**System name:** Overseas Staff Correspondence Files—ACTION/IO

**System location:** Africa Regional Office as to personnel serving in Africa and Latin America Regional Office as to personnel serving in Latin America, the Caribbean and Central America, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Peace Corps overseas staff, contractors and consultants.

**Categories of records in the system:** Correspondence between the Regional Director or the Deputy Director and current overseas staff, consultants or contractors.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9-10-75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

**Retrievability:** Records are indexed by country of service and alphabetically within such countries.

**Safeguards:** Records in this system are available to regional office personnel and other officials of ACTION needing such records in the performance of their duties.

**Retention and disposal:** Records in this system are reviewed annually and destroyed when no longer needed.

**System manager(s) and address:** Regional Director (Africa or Latin America) ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Individuals who are the subjects of the system and staff members of the Regional Offices.

**ACTION/IO-14**

**System name:** Regional Volunteer Correspondence Files

**System location:** Africa Regional Office as to volunteers serving in Africa and Latin America Regional Office as to volunteers serving in Latin America, the Caribbean and Central America, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Present and former Peace Corps volunteers

**Categories of records in the system:** These records contain copies and original correspondence to and from volunteers regarding project related activities.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9-10-75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order by country of service

**Safeguards:** Records are available only to officials of ACTION needing such records in performance of their duties.

**Retention and disposal:** These records are reviewed annually and destroyed when no longer needed.

**System manager(s) and address:** The country desk officer of each country served by Peace Corps volunteers, Latin America Region and Africa Region, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** Peace Corps volunteers and ACTION staff members.

**ACTION/IO-15**

**System name:** Regional Peace Corps Personnel Records—ACTION/IO

**System location:** Africa Region, Latin America Region and North Africa, Near East, Asia and Pacific Region (NANEAP), ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Staff Employees of ACTION serving in Regional Offices or overseas.

**Categories of records in the system:** These files contain correspondence, copies of resumes, form 171s and other documents regarding personnel matters and actions of current use.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq. and pertinent sections of the Peace Corps Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9/10/75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to ACTION staff for the need for such records in the performance of their duties.

**Retention and disposal:** Any documents which should be placed in the official personnel file are forwarded to the Office of Personnel Management after the employee terminates his employment with ACTION. Thereafter all other records are destroyed after two years following the termination of such employee.

**System manager(s) and address:** Personnel Analyst, Regional Offices, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** The individual employee to whom the record pertains, supervisors and other ACTION personnel.

**ACTION/IO-16**

**System name:** Contractors and Consultants Records File—ACTION/IO

**System location:** Africa, Latin America and NANEAP Regions, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Individuals who have served or could serve as Contractors/Training Consultants for Peace Corps programs overseas.

**Categories of records in the system:** These files contain correspondence, resumes, and other materials pertaining to current personal services contractors, training consultants, etc., or perspective applicants for such positions.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9-10-75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order. Alternatively records may be indexed by skills categories but alphabetically within such skills categories.

**Safeguards:** Records are available only to ACTION staff for the need for such records in the performance of their duties.

**Retention and disposal:** These records are reviewed annually and those which are no longer necessary for current operations are destroyed.

**System manager(s) and address:** Contract/Training Specialist, Africa, Latin America or NANEAP Region, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** The individual contractor or consultant to whom the record pertains, supervisors and other ACTION personnel.

#### ACTION/OD—1

**System name:** Office of the Director Personnel Records—ACTION/OD

**System location:** Office of the Director, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525

**Categories of individuals covered by the system:** Staff employees of ACTION serving in the Office of the Director.

**Categories of records in the system:** Resumes, job descriptions and miscellaneous copies of personnel forms.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq. and the Domestic Volunteer Service Act, 42 U.S.C. 4951 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9/10/75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to ACTION staff with a need for such records in the performance of their duties.

**Retention and disposal:** Any documents which should be placed in the official personnel file are forwarded to the Office of Personnel

Management upon the employee's termination of employment with ACTION. Thereafter all other records are destroyed within two years following the termination of employee.

**System manager(s) and address:** Administrative Assistant to the Director, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** The individual to whom the record pertains, supervisors, and other ACTION personnel.

#### ACTION/OD—2

**System name:** National Advisory Council File

**System location:** Office of the Director, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Categories of individuals covered by the system:** Present, past and prospective members of the National Volunteer Advisory Council.

**Categories of records in the system:** Resumes, Form 171s, clearance forms, and miscellaneous related documents.

**Authority for maintenance of the system:** The Peace Corps Act, 22 U.S.C. 2501 et. seq. and the Domestic Volunteer Service Act, 42 U.S.C. 4951 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** See Preliminary Statement 40 F.R. 42113, No. 176, 9/10/75.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Files are maintained in folders in metal file cabinets with three-way combination locks.

**Retrievability:** Records are indexed in alphabetical order.

**Safeguards:** Records are available only to ACTION staff with a need for such records in the performance of their duties.

**Retention and disposal:** Any documents which should be placed in the official personnel file are forwarded to the Office of Personnel Management upon the personnel's termination of service with ACTION. Thereafter all other records are destroyed within two years following the termination of personnel's service.

**System manager(s) and address:** Administrative Assistant to the Director/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

**Record source categories:** The individual to whom the record pertains, other ACTION staff personnel, and other governmental authorities concerned with the appointment of a person whose records exist in the system.